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ABSTRACT

This collection development policy of California State University Library states clearly what the library is now doing and provides a structure and mechanism for making adjustments to policies and procedures on a continuous basis. Declining budgets and the loss of purchasing power are contributing to a general awareness of the needed changes in library collections development and management. Reliance on electronic access to and delivery of information is recognized as the wave of the future. This report contains approximately 35 policies, including electronic information goals and services and network based materials divided into the following categories: (1) library selection and deselection; (2) library collection development; and (3) special and form collections. There are also over 80 pages of classed profiles that describe the present and desired levels of collections. These are prepared by comparing parts of the curriculum with library collection call numbers. Four appendixes describe the university's degrees and programs, its mission statement and that of the library, and guidelines for faculty and library coordination. A fifth appendix contains some documents pertaining to intellectual freedom. (SLD)

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COLLECTION DEVELOPMENT POLICY OF THE UNIVERSITY LIBRARY



JANUS

REVISED EDITION

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**COLLECTION DEVELOPMENT POLICY
OF THE
UNIVERSITY LIBRARY**

Revised 1993

Barbara Charlton, Editor

Sacramento, California

CSUS Library Collection Development Policy

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CSUS Library Collection Development Policy

PREFACE

Only five years have passed since the first edition of the CSUS Library Collection Development Policy was published. In geological time this would be less than a blink. In the University and the Library the interval may often have seemed like an eternity. The economy of the State of California has contributed to this sense. The materials budget has declined 12 percent, while according to estimates based on an adjusted Consumer Price Index, buying power has decreased by over 100 percent for periodicals and 23 percent for books.

The number of books purchased by the Library in the early 1970s reached 44,000. Today the number is closing in on 12,000. Meanwhile, periodicals which had consumed 10 percent of the budget are now consuming almost 40 percent. Declining budgets and loss of purchasing power are among the factors contributing to a general awareness by faculty throughout the nation that our system of scholarly communication is threatened by fiscal and marketplace realities. Articles appear frequently in *The Chronicle of Higher Education* on this subject and calls for widescale change have been voiced with regularity.

At CSUS we have faced these problems in a variety of ways. None have been satisfactory in that all imply doing more with less. Yet, the faculty have been understanding and have worked with the Library in dealing productively with many tough issues. Periodical cuts three years ago were literally heartrending for many. The University has had to make some cuts in the overall materials budget but with the support of the campus community these have been minimized to a considerable degree. No cuts have been made in the past two years and indeed an additional \$150,000 was added as a one-time augmentation last year.

Other developments, most specifically the revolution in computing and telecommunications, have made the last five years go by almost as if we were on a Great America roller coaster. The implications for teaching, learning, and scholarship are profound. Today more than ever we in the Library need to connect or reconnect with each academic program and department. We need to learn more about how these programs are changing and about how you, the faculty, are changing in response to the range of opportunities and challenges posed by these new technologies. We urge you to invite us into the deliberations that are occurring now about the development of courses and the curriculum. This will be critical and absolutely essential to the pace and success with which we mutually integrate the traditions of a print culture with those of an electronic culture.

The Collection Development Policy states clearly what the Library is doing now and provides a clear structure and mechanism for making adjustments on a continuous basis. There are thirty five policies including **Electronic Information Goals and Services** and **Networked-Based Materials**. There are over eighty pages of classed profiles. These profiles were prepared by examining each part of the curriculum and matching each with the corresponding call numbers used in the Library of Congress classification system.

The preparation of this revision took a full year. I would personally like to thank everyone who took part in this effort. It has been hard, harder than before, because budget cuts have had such a damaging effect on staffing. This document is one in which you can take well-deserved pride.

Lastly, I must thank Barbara Charlton who was the editor of the first edition and the editor of this revised edition. Her knowledge, enthusiasm, and commitment were the basic forces that have brought these two editions to fruition. Often we praise for too little. In this case no praise seems too great. I think Barbara would be most satisfied, however, if we all followed just four words regarding the CSUS Library Collection Development Policy .

Use it! Update it!

Charles Martell
Dean & University Librarian

43:Rev 93

CSUS Library Collection Development Policy

ACKNOWLEDGMENTS

A number of individuals made substantial contributions to the revision of this document, and it is a pleasure to thank them for their help and encouragement.

In January 1993, Charles Martell, Dean and University Librarian, asked if I would coordinate the production of a revision of the **Collection Development Policy of the University Library**. The first edition, published in 1989, was initiated by Dean Martell when he decided to produce a comprehensive written collection development policy for the Library. He appointed a Library Task Force called JANUS (Barbara Charlton - Chair, Susan Klingberg, Les Kong, Delia Krupp) to undertake the project. The original format developed by the Task Force has been retained. However, the narrative style policies have been converted to WordPerfect and the Library of Congress Classed Profiles entered into a WordPerfect Macro/Merge process.

Natalie Fleming, a consultant for the University Computing and Communication Services, created the Macro/Merge process. Her excellent work made it possible to input a large amount of information easily and efficiently. This process is described in greater detail in the introduction. Natalie's contribution was invaluable. She conducted a training workshop for Library staff members associated with the project and remained available for assistance during the data input and printing operations.

Pairlee Berry, the Library Systems Technician, agreed to be the Library liaison, backup producer, and troubleshooter for the Macro/Merge process. Her expertise with the Vax Computer System and WordPerfect made it possible for me to continue learning the process, train students, and work out difficulties that invariably arise when inputting such a large amount of information.

Again the librarians, administrators, and staff members responsible for special collections and subject collection development provided generous assistance by revising the narrative style policies and their classed profiles. Final editing and revising was completed by me.

Herbert Drummond, emeritus library faculty member, deserves a very special thanks for proofreading the entire document several times. Drawing on his 38 years of CSUS Library experience, he also noted any inconsistencies and policy errors.

I also wish to thank Dean Martell and Associate University Librarian for Public Services and Collections, Fred Batt, for always being available for consultation and for proofreading and editing the drafts.

Barbara Charlton

CSUS Library Collection Development Policy

INTRODUCTION TO THE REVISED EDITION

A revision of the CSUS Library Collection Development Policy less than five years after publication of the first edition was prompted by: (1) the need to update both the general and subject profiled collection development policies, and (2) the opportunity to transfer the entire document into a database format.

Six new narrative style policies have been added to the revised edition: (1) Reference Collections, (2) Cultural Diversity, (3) Network-Based Materials, (4) Books with Software, (5) Electronic Information Services, and (6) Pamphlet Files. The Library of Congress (L.C.) Classed Profiles are presented in the same graphic form as in the first edition, except that they have been entered into WordPerfect secondary data files. The presentation of subjects on the form is the same, alphabetically by Library of Congress call numbers. Each call number record includes the same information profile: (1) Present and Desired Collection Levels, (2) Degrees/Programs/ Clientele Supported, (3) Language of Publication, (4) Chronologic Periods Covered, (5) Geographic Areas Covered, and (6) Notes on Forms of Materials.

The purpose and sequence of events that led to the production of a written CSUS Library collection development policy are described in the introduction to the first edition (reprinted on the following pages). At that time financial difficulties were projected for library collection development, and, unfortunately, those financial difficulties have been realized. The Library has experienced annual increases in the cost of materials and equipment while struggling with annual decreases in financial support.

This tight fiscal situation coincided with a dramatically changing environment in library services. Costly computerized technology now supports almost all library services and functions. They include acquisitions, cataloging, interlibrary loan, archives, reserve book room, and reference services. Since budget allocations are fixed, the acquisition of computer technology (including that in reference service) and its maintenance adversely impacts the Library's ability to purchase materials. Although, there will be continued reliance on the traditional forms of information in books and periodicals, reliance on electronic access to and delivery of information are waves of the future in academic libraries. In this Library, big steps forward in electronic access to information took place when EUREKA, the computer catalog, was brought online in 1992, a LAN (Local Area Network) was installed in 1993, and the Library began subscribing to CD-ROMs. We live in an information oriented society. When one considers just how many electronic information systems are available, plus the fact that new ones are constantly being developed, universities have a public mandate to educate students capable of competing in this electronic information society. Undoubtedly, adequate library support for the programs and services of a university as large as this one with an enrollment of over 24,000 students, requires the availability of a significantly larger and more diversified number of electronic information services than are currently available.

Since 1989, when the first edition of this collection development policy was written, the availability of special CD-ROMs with indexes, databases, and full-text information has increased at an exceptionally high rate. CD-ROM directories now list hundreds and hundreds of these products. The fast growth of this form of information is evident in the March 1993 issue of **Information Today**. In the section, "New CD-ROMs This Month", ten new products were described. Both the scope and content of these products are impressive. They include bibliographic databases, directories, full-text newsletters, biographies, journals, and a numerical database providing current environmental, economic, demographic, and health data. The ever present dilemma facing the Library is responding to a heavy demand to provide these expensive services while struggling with less resources to acquire them.

This difficult economic situation has forced a number of changes in Library services: (1) Consolidation. Subject reference services are now distributed among three instead of four reference desks and many functions in technical services have been combined. (2) Personnel reduction. The Library employs fewer librarians, support staff, and student assistants. (3) Limitation of reference services. The Library offers less service at reference desks and has limited information services in government documents, media, maps, slides, curriculum materials, and campus archives. (4) Reduced materials budgets. The growth of library collections is slower. Exclusive of the many thousands of special-format materials, the Library now has over 1,000,000 volumes of books and bound periodicals and approximately 4,950 active (4,537 paid) subscriptions to magazines, technical and scholarly journals, and newspapers. In 1989, the Library had 5,592 active subscriptions of which 5,149 were paid, reflecting the cancellation of 612 subscriptions. A similar trend can be documented regarding the acquisition of books and confirms an overall reduction in the growth of collections.

Considering the worldwide emphasis on information plus the extensive electronic access to information, the downsizing of library collections at this time is highly inappropriate. In reality, the Library deserves to top the list of University services to be expanded. With the advent of electronic access to information there is a far greater demand for materials of all kinds. At this University the emphasis is on undergraduate education which necessitates the timely availability of information. This means the Library must purchase and have materials available in the building. Undergraduate students cannot wait weeks to receive accessed material. **In other words, the Library must be capable of developing collections that promptly provide the pertinent and appropriate accessed materials.** For several reasons this is not happening. One is the impact of the recession on the California economy which causes a reduction in state funding. Another is the lack of understanding within the university community concerning the great impact new information technologies have on research at all levels. As university administrators and faculty become knowledgeable and as deeply concerned as librarians are regarding the importance of providing accessed information, they will support increased funding for collections.

Production Process

When writing the first edition of this policy, word processing or database technology that would accommodate such a large and diversified amount of information was unavailable so it was necessary to type the Profiles on printed forms. The format of the forms was rigid, and the variable quantities of information often had to be "squeezed" into a box. Correcting typing errors was extremely inefficient and messy resulting in poor copy for reproduction.

In this edition the Profiles have been entered into WordPerfect MACRO/MERGE SECONDARY and PRIMARY FILES. The final merged document is an alphabetical list of records by Library of Congress call numbers. Each record contains a number of fields for specific information pertaining to a call number. Records can be sorted and printed in various subreports which may consist of only the specific fields or records requested. Word searching and spell checking are built into the data entry process and available on the final document.

The files are on VAX WordPerfect version 5.1 which can be converted to DOS Wordperfect on an individual PC or moved to the Library LAN (Local Area Network). Also, they can be exported to a database.

WordPerfect was selected because it is the campus standard word processing system. Most CSUS librarians and staff members are familiar with it which facilitates accessing and updating the files. Another important factor in selecting WordPerfect was that it did not require employing specially trained staff or purchasing unique software to create or maintain files.

The MACRO/MERGE files were created by Natalie Fleming, a former employee of WordPerfect and a consultant to the CSUS University Computing and Communication Services. She developed an input process that utilized a template of codes for standard phrases. Standard phrases were identified for the collection levels, language, chronologic periods, geographic areas, and notes on forms of materials. Natalie did an excellent job of simplifying a very complex process. Working from the original form, which was hand-drawn and contained a great deal of variable information, she created an input process that was easy to learn thereby reducing input time to a minimum.

The Library Systems Technician, Pairlee Berry, assisted in this project. Natalie trained Pairlee to manage the MACROS and troubleshoot problems. Pairlee's expertise will provide backup management for the ongoing upkeep of the data files. She is especially knowledgeable regarding WordPerfect and can make modifications and/or changes on the form or files and sort for subreports.

Once all the data in the Profiles was entered into the system, the MACRO/MERGE feature proved to be free of complications. Also, since standard WordPerfect word processing features are used to correct, update, and reproduce the online copy, these tasks were quick and simple. This new process and procedure for capturing a large amount of variable information in graphic form using a word processing system turned out exceptionally well.

Barbara Charlton, editor

INTRODUCTION TO THE FIRST EDITION

The primary collections of the CSUS University Library are distributed among four reference departments: Education and Psychology, Humanities, Science and Technology, and Social Science and Business Administration. Government documents, media, maps, slides, curriculum materials, reserve materials, and campus archives are housed as separate collections. Exclusive of the many thousands of special-format materials, the Library has approximately 900,000 books and bound periodicals and subscribes to 6,000 magazines, technical and scholarly journals, and newspapers.

Selecting library materials for this collection, which now totals well over two million individual items, had been guided by a collection development policy, the **Canons of Selection**, written in 1970. Considering that since 1970, the size of the University has doubled, a current and comprehensive collection development policy statement was long overdue. With growth came a concomitant increase in the scope and complexity of collection development. A written policy would clarify and help guide the increasingly difficult process of determining library support for the many and diverse University programs.

Recently, collection development was complicated by a most unfortunate situation. That of no-growth materials budget allocations in the face of spiraling costs for materials. This situation became critical in 1988 when it became evident that there was a large deficit in the materials budget. As a result, every academic department on campus became involved in collection development. Understandably, with greater involvement on the part of the campus community, came the need to be more fully informed concerning the entire process. With the prospect of continuing materials cost problems, it was an opportune time to complete a written Library collection development policy.

The current prices for books, periodicals, media materials, machine-readable databases, and CD ROMs (Compact Disk Read Only Memory) are not accommodated by state formulas from which Library Materials Budget allocations are derived. These formulas are based on volumes of books per student, and the cost of the other materials are not factored into calculations. The result is such a minimum level of funding for library materials that the recent materials budget deficit forced the cancellation of 423 periodical subscriptions. Maintenance of the existing collection is no longer possible. These and other internal and external factors impact the selection of materials and justify the great effort required to write a collection development policy statement.

Collection development usually involves an assessment of the strengths and weaknesses in a collection and subsequent plans to correct the weaknesses yet maintain the strengths. More appropriately, as suggested by James Cogswell [1], collection development should be "collection management" and include the functions of planning, composition, funding, evaluation, and the use of library collections. A written collection "management" plan becomes a central and integral part of a library's strategic planning process.

To start this process, a Collection Development Task Force JANUS (after the Roman guardian of portals and patron of beginnings and endings) was appointed in 1984 and charged with organizing the preparation of a collection development policy statement. The Task Force determined that the CSUS Library Collection Development Policy should serve multiple functions. It should be (1) a working document, kept at hand by subject specialists and consulted consistently to improve collection development activities; (2) a tool to facilitate resource sharing and cooperative ventures with other libraries; (3) a communications device to clarify collection development objectives to staff, users, and other institutions; and (4) a resource used for planning and data. It should include general and specific policy statements, and the format should be looseleaf to accommodate frequent revisions and additional sections.

After reviewing the literature on collection development, we decided to conform as closely as possible to the **Guidelines for the Formulation of Collection Development Policies** compiled by the Collection Development Committee, Resources and Technical Services Division of the American Library Association (1979). These **Guidelines** offered the advantage of standard terminology and format which would facilitate comparisons with other library collection development policies. They also provided the flexibility necessary for the evolutionary type of document planned.

An outline of the project was approved by the library faculty, library administrators, and the University Academic Senate Library Subcommittee. Library staff members, librarians, and individual library subject coordinators in collaboration with instructional faculty wrote policies for their areas of responsibility. The project took a great deal longer than originally planned. Not only was it a prodigious project, but librarians had many other commitments that pre-empted their time, including unusually busy reference desks.

The primary delay was caused by an unanticipated problem, i.e., the length of time it would take to edit all the materials, especially the classed profiles. The classed profile collection development statements had been assigned to be written by subject specialists for subjects within their responsibility. Many subject profiles incorporated the same L.C. classification numbers. Not until they were all received did it become apparent that it would take months to rewrite, edit, and combine them into one listing. In order to conform to the A.L.A. **Guidelines**, the task was undertaken. It was well worth the effort. The finished profiles, the heart of the collection development policy, are sequential and consistent in form.

The present document includes policy statements for materials by type, form, and Library of Congress classification. For each L.C. classification designation, the present and desired collecting levels have been identified. This document is the first step of a long-range collection management planning process.

Barbara Charlton, Chair of the Task Force

- [1] Cogswell, James A. "The Organization of Collection Management Functions in Academic Research Libraries." The Journal of Academic Librarianship, 13, no. 5 (1987): 268-276.

CSUS Library Collection Development Policy

COMMUNITY PROFILE

California State University, Sacramento (CSUS), draws students primarily from California and other areas of the western United States. It is a multipurpose regional institution with a special responsibility to meet the educational needs of the people in north-central California. CSUS enrolls approximately 24,500 students which converts to a full-time equivalent (FTE) of 17,400. Eighty-five to ninety percent of enrolled students are California residents. Examination of other characteristics reveals the diversity of the student body. One-third of the students at CSUS attend part-time. Their average age is thirty years, while twenty-four years is the average age of full-time students. Over 2,000 international students from more than 100 countries attend CSUS with Vietnam, Mexico, and Iran especially well represented. Asian, African, and Hispanic American students are the three largest ethnic groups represented other than Caucasian. To address the educational needs of California's growing multicultural population, the University has developed a wide range of educational equity programs, including the College Assistance Migrant Program, the Minority Engineering Program, the Minority Enrichment Business Program, and the Faculty Mentor Program.

CSUS offers educational programs at the baccalaureate and master's levels. In addition, to degree programs in the liberal arts, there are significant graduate professional degree programs in areas such as business, education, engineering, social work, and health and human services. The Library's collections are developed primarily to support these academic programs and the special educational programs such as Extended Learning and the Open University which offer courses directed at special segments of the community. Library collection development is responsive to the academic, and to a lesser extent, the extracurricular needs of students, the teaching and research needs of faculty members, the work of university administrators, staff members, and governance bodies such as the Academic Senate, and members of the Sacramento community.

As the Capital Campus of the California State University system, CSUS has a special commitment to foster a strong, mutually beneficial relationship with the Sacramento community, including business, industry, government, and social and cultural institutions. Community users of the Library include members of the professions and the State Legislature, employees of public agencies and businesses, students enrolled in nearby institutions or in other postsecondary external degree programs offered in Sacramento, and students of local and regional secondary schools.

Access to both credit and non-credit courses without formal admission to the University is available to individuals of all ages, professions, and backgrounds through the University Office of Regional and Continuing Education (RCE). RCE administers a variety of programs, workshops, seminars, and conferences. These include special sessions, extension, certificate programs, and the Open University.

In addition to RCE, at the system-wide level the California State University is in the planning stages for Project DELTA (Direct Electronic Learning Teaching Alternative). This project is designed to meet projected enrollment demand for the 21st century through interactive electronic delivery of courses to remote users.

These programs present a special challenge to the Library. Although books and other traditional library services are currently available only at the University Library, remote users with computer access and appropriate authorization are able to search EUREKA, the Library's computer catalog. At the present time there is not a mechanism providing document delivery service for books. Fee-based document delivery of periodical articles is available from CARL Uncover on EUREKA via FAX.

EUREKA is available on the Internet, an international computer network, thereby providing the potential for worldwide access to CSUS Library collections.

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**RELATIONSHIP OF LIBRARY COLLECTION DEVELOPMENT
TO THE MISSION OF THE UNIVERSITY**

"California State University, Sacramento is a regional comprehensive public institution that is authorized to offer educational programs at the baccalaureate and master's levels, and, jointly with the University of California or approved private institutions, at the doctorate level. It fulfills related research and public service roles and maintains support services for students. The basic mission of the University is to preserve, communicate, and advance knowledge, to cultivate wisdom and encourage creativity, and to promote values ensuring the survival of humankind and improving the quality of life."

(Boldfaced text in this section excerpted from the University Mission Statement, CSUS Catalog 1992-94, p. 9-10.)

The University Library supports the mission and changing needs of the University through its programs and services. The Library selects, acquires, and manages its collection of books, serials, electronic information resources, and other library materials to support the broad educational mission of the University and to provide its large and diverse community of students, faculty, staff, and administrators with effective access to recorded information. Collection development directly supports the University instruction, research, and public service responsibilities which include curriculum-related instruction, extracurricular learning, research, and other campus and regional educational objectives.

"The University offers undergraduate programs in the traditional liberal arts disciplines and in selected professional studies programs in business, education, engineering, and health and human services. Emphasis is placed on general education, which provides fundamental knowledge in areas of universal interest and applicability - natural sciences, social sciences, humanities and fine arts - as well as a solid foundation for a broad range of studies including pre-professional and professional programs.

At the graduate level, the University offers master's degrees and post-baccalaureate certificate programs. Major research centers based at the University inform its intellectual life and enrich its graduate programs. Our graduate programs prepare students to pursue doctoral studies, enter advanced professional training programs, and secure leadership positions in the workplace."

In building its collections, the Library acquires materials according to the priorities set forth in Presidential Memorandum 91-12, *Instructional Program Priorities and Guidelines for Academic Planning, Resource Allocation, and Enrollment Management* (July 1, 1991).

Library support for courses and programs that directly support and lead to the baccalaureate or master's degree in the liberal arts and sciences and professional fields, or the post baccalaureate credential in fields of Education is a priority over courses and programs that are peripheral to these programs (e.g., minors, certificate programs, elective courses, centers and institutes, and intercollegiate athletics.)

The range and depth of library materials required to support graduate programs are generally more extensive than for undergraduate programs. Primary rather than secondary source materials are typical. Library collections in support of professional school programs are developed to provide the strength necessary for the schools to meet all library related accreditation standards. In areas where certificate programs are offered, the Library's collections are tailored to support mandated requirements.

"The University faculty's primary responsibility is teaching. They maintain direct and regular contact with students in all courses. Faculty enhance their teaching capabilities by maintaining currency in their fields and by engaging in independent scholarship and creative activity."

The University Library acquires materials in support of faculty and graduate student efforts to initiate and complete research for instruction and other purposes. The range and depth of the research collections are balanced in concert with other needs, especially undergraduate and graduate programmatic requirements. Through its other services, such as interlibrary borrowing, cooperative arrangements with other institutions, electronic access to information, and telefacsimile technology, the Library also facilitates access to research materials located at other institutions throughout the region, nation, and world. EUREKA, a computer catalog, replaced the card catalog in 1992. Qualified patrons can search EUREKA from their homes or offices.

"The University is a regional resource that provides educational opportunities to a large geographic area through regional and continuing education and other off-campus offerings. We contribute to the cultural and economic development of the region."

The University Library supports all University external programs. Generally, this means facilitating access to on-campus library resources for participants in external programs. At times, the Library makes materials available directly to off-campus sites but can do so only under controlled and limited circumstances.

"We encourage a vigorous exchange of ideas and resources with government, social and cultural agencies, and businesses and industries located within our region. University personnel promote the University's public service role through community service and the related tasks of an informed citizenry."

The importance of community support for the University and its Library has considerable bearing on the success with which the campus can carry out its mission and achieve its objectives. The Library continues to provide open access to materials in the collections. In building its collections, the Library attempts to acquire materials that serve the dual purpose of assisting our primary campus clientele and addressing the various interests of the regional community.

"Our location in the State's capital makes us unique among California's public universities. We use this setting to advance the public good and to provide students and faculty with unequaled opportunities to be involved directly in public policy - its formation, its implementation, its interaction with the private sector, and its linkages with public service."

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LIBRARY SELECTION/DESELECTION POLICIES

CSUS Library Collection Development Policy

RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The primary responsibility for collection development and collection management rests with the subject-specialist reference librarians, although other librarians have collection development assignments within their areas of subject expertise. Subject-specialist librarians initiate orders for books, serials (including periodicals), and special-format materials. They are responsible for monitoring book approval plans, standing orders, and blanket orders linked to publishers and associations.

They also encourage the participation of teaching faculty in the development and management of collections. To facilitate consultation, academic departments are responsible for designating a faculty member to serve as a library coordinator. Faculty-library coordinators serve as liaisons to the Library, facilitating communication between the academic department and the appropriate subject-specialist librarian. Faculty-library coordinators serve as resource persons, alerting the subject-specialist librarians to curricular changes, faculty research interests, and new academic programs under consideration. They also channel departmental faculty requests for the purchase of materials to the subject-specialist librarian. Guidelines for faculty-library coordinators are reprinted in Appendix D, page 130.

The faculty-library coordinator's role is advisory. The responsibility for the balanced and coherent development of collections is that of the subject-specialist librarians, who work within the constraints of the library budget and under the general supervision of the Associate University Librarian for Public Services and Collections.

Librarian and departmental faculty-library coordinators are listed in Appendix D, page 127.

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CSUS Library Collection Development Policy

METHODS OF ACQUIRING MATERIALS

Library materials are either purchased or cost-free. Materials are purchased utilizing appropriate vendors and publishers. Purchased materials are acquired by firm orders to vendors or publishers, use of approval plans with vendors, blanket orders with publishers, and standing orders (including subscriptions) with vendors or publishers. Materials acquired at no cost are either gifts, free materials, or materials available from a depository program (government documents).

All materials are selected and/or reviewed for appropriateness by the subject-specialist librarians responsible for collection development. The Acquisitions Librarian determines which vendors to use and authorizes the placement of orders with vendors. Choice of vendor is determined by price discounts available, availability of materials, and timeliness of filling orders. In addition, all orders must be in compliance with state regulations; vendors and publishers must also comply with applicable legislative mandates. The Associate University Librarian for Public Services and Collections in conjunction with the Acquisitions Librarian and the subject-specialist librarians determines annual allocations for each subject area for the library materials budget, and monitors expenditures throughout the year.

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CSUS Library Collection Development Policy

COLLECTION LEVELS

Collection levels describe the relative size and nature of library holdings in specific subjects. The collection levels listed below are those recommended by the Collection Development Committee, Resources and Technical Services Division of the American Library Association in their **Guidelines for Collection Development**, Chicago, 1979, p. 3-5.

Comprehensive

Research

Advanced Study

Initial Study

Basic Level

Minimal Level

These levels are used in the **Library of Congress Classed Profile** section. Present and desired collection levels are indicated. The full text defining each collection level is reprinted in the **Explanatory Notes**, page 38, preceding the **Classed Profiles**.

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CSUS Library Collection Development Policy

SELECTION CRITERIA

Intellectual Freedom

The CSUS Library collects a representative selection of materials on all subjects of interest to its users, including various opinions on controversial matters in the areas of politics, religion, and morals. No materials shall be excluded or withdrawn from the collection because of the race or nationality of the author(s) or because of the political, religious, or moral views expressed therein. The Library will not allow any intrusion on this right by either majority or minority group interests. The Library subscribes to the policies set forth by the American Library Association in its **Library Bill of Rights** (1980), its statement on **The Freedom to Read** (Rev.1991), its **Statement on Professional Ethics** (1981), and the California Library Association's statement of policy on **Intellectual Freedom in Libraries** (1983). (These documents are reprinted in Appendix E). The CSUS Library respects the intelligence and capability of its readers to distinguish persuasion from propaganda and proselytizing without library interference. (Adapted from CSU, Dominguez Hills Collection Development Policy of the University Library, 1980, Section II-D.)

Other Selection Criteria:

Support to the educational, research, and service programs of the University

Strengths and weaknesses of the present collection

Critical reviews/selection aids

Demand by users

Authority of author

Accuracy

Recency of data

Adequate scope

Depth of coverage

Appropriateness

Relevance to the community served

Interest

Organization

Style

Physical quality

Special features

Cost

Inclusion in major indexes and abstracting services

Inclusion in electronic information access services

CSUS Library Collection Development Policy

CULTURAL DIVERSITY

The CSUS Library provides equal access to its collections, programs, and services. It is dedicated to serving the information needs of its diverse population and encouraging a multicultural understanding throughout the University community. Through its collections, resources, and liaisons with campus and community groups, and consistent with the basic mission of the University, the Library is committed to enhancing and strengthening the knowledge and appreciation of its users regarding the history, identity, contributions, and social conditions of diverse cultures. The preservation, collection, and dissemination of cultural materials, particularly as they relate to issues of race, ethnicity, national origin (with added emphasis on African American, Asian and Pacific American, Latinos, and Native Americans), gender, age, sexual orientation, human disability, and religion, have a high priority in the Library.

Goals of Collection Development

Through the acquisition of print and nonprint materials the Library endeavors to:

Value the culture and language of its faculty, students, staff, and administration.

Affirm the worth of diverse opinions, values, cultures, and people.

Support the scholarly and research efforts in the areas of ethnicity, culture, race, pluralism, gender, age, sexual preference orientation, human disability, and the history and origins of particular cultures.

Help elucidate major concepts such as race, ethnicity, class, human disability, gender, age, sexual preference or orientation, and their influences upon the ways students think about themselves and approach issues and problems that confront their society.

Support students taking courses on race and ethnic issues as part of their General Education Program requirements.

Support the integration of the study of diversity into existing courses.

Promote and support culturally diverse scholarship in higher education.

Promote an understanding and collaboration among the different groups we serve where all individuals feel respected and where differences enrich the lives of all the members of the campus community.

Criteria for Selection of Materials

The criteria for selection of materials in areas of cultural diversity are similar to those used in other areas, for example, appropriate audience level, language, effectiveness, currency, possible interdisciplinary application, equitable distribution of available budget, and filling of gaps in the collection. The Library strives to build a collection which reflects a diversity of materials, not an equality of numbers. Its policy reflects Article 2 of the **Library Bill of Rights**: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

*See Appendix E for full text of the **Library Bill of Rights**.

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SELECTION AIDS FOR LIBRARY MATERIALS

Subject-specialist librarians routinely consult a variety of sources in order to select materials for the Library's collections. These may include standard library review sources such as **Choice** (for academic library audiences), **Library Journal** (for general and professional audiences), and **Science Books & Films** (for general and professional science audiences). Reviews for books, media, and software are also contained in subject-specific periodicals.

Publishers' brochures, promotional flyers, and other announcements are also used as selection aids. These sometimes serve as notification of the forthcoming release of a book and may include content and background information about the author. Small presses and out-of-print book dealers use this method of promoting their materials to libraries. Recommendations from faculty for titles within their area of expertise are encouraged.

A third category of selection aids includes bibliographies or subject-specific lists of materials which may be distributed by professional associations, libraries, or commercial publishers. These are particularly valuable in identifying well-known and reputable publications linked to specialized disciplines.

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DESELECTION OF MATERIALS

In order to maintain a quality academic library collection, it is necessary to implement a process of deselection whereby irrelevant, outdated, duplicated, mutilated, or superseded materials are considered for removal. The goal of this process is to improve the quality of the collection as it relates to the support of the educational, research, and social mission of the University. Moreover, it frees shelf space which can be used for newly acquired materials.

Deselection is an essential responsibility of all librarians involved in collection development and is usually accomplished in consultation with teaching faculty. Ideally, deselection should not be done on a random, intermittent basis, but rather on a scheduled, graduated basis in conjunction with inventory control. However, given the broad scope librarians' responsibilities and the limited number of librarians, the current policy is to deselect on an intermittent basis.

As a rule, reference and special collections are given first priority for deselection, followed by other types of collections as time permits. A more desirable policy, and one that will be implemented as soon as adequate staff is available, is to pursue a regular, systematic deselection/inventory program in which criteria and procedures appropriate to each discipline are developed.

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CSUS Library Collection Development Policy

MATERIALS BUDGET ALLOCATION FOR SUBSCRIPTIONS

In recent years, significant price increases for subscription publications coupled with high inflation rates in the publishing industry have threatened to absorb an excessive portion of the Library Materials Budget.* Expenses for these materials are carefully monitored and certain limits are established.

Periodical subscriptions are limited to a specific percent of the Library Materials Budget. The limit is adjusted each fiscal year to accommodate the recommendations of librarians and teaching faculty. Criteria for establishing the limit are: curricular relevance, faculty needs, and the assessment of current expenditures (inflation and price) for periodicals (including renewals and cancellations).

Suggestions for new periodical purchases are encouraged from teaching faculty and selected in conjunction with departmental faculty-library coordinators. Factors such as price, use, and curricular relevance are considered throughout the process.

The costs of other serial subscriptions, primarily loose-leaf services, annuals, and monographic series, are not limited in a formal way. However, titles are selected, retained, or canceled in an evaluation process similar to that for periodicals.

- * The Library Materials Budget is the amount of money allocated for books, periodicals (journals, magazines, newspapers), serials, subscriptions to online database services, maps, software, CD-ROMs and other electronic resources, media, and other library information materials.

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LIBRARY COLLECTION DEVELOPMENT POLICIES

CSUS Library Collection Development Policy

PERIODICALS

The Library purchases periodicals (journals, magazines, newspapers) to support curricular and research needs. A select group of popular titles is purchased in order to provide for the general interests of the academic community.

Priority is given to those periodicals which are likely to be widely used and which are included in major indexes. When there is a well-documented need, the Library will attempt to acquire periodical backfiles.

The policy on page 10, "Materials Budget Allocation for Subscriptions", establishes limits for periodical expenditures.

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NEWSPAPERS

Newspapers are selected to include the major, nationally known newspapers of the United States, for example, **The New York Times**, **The Wall Street Journal**, and **The Christian Science Monitor**, as well as representative examples of regionally important titles. For California, the Library subscribes to local Sacramento newspapers such as **The Sacramento Bee** and newspapers from major metropolitan areas such as the **Los Angeles Times** and the **San Francisco Chronicle**. Because of budgetary constraints, and the availability of the extensive collections of the California State Library, lesser known California newspapers are generally not purchased. A high priority is given to the acquisition of indexes to newspapers held by the Library in order to facilitate their use.

Foreign and foreign-language newspapers are collected on a highly selective basis. Criteria considered are the extent of their reputation and influence, their usefulness to the academic community, and their relevance to the foreign language programs.

Newspapers that are predominantly subject-oriented, such as literary, political, underground, or business newspapers, are acquired and processed as journals even though they are produced and distributed in newspaper format.

Microfiche or microfilm is the preferred format for backfiles of newspapers.

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NEWSLETTERS AND CURRENT AWARENESS PUBLICATIONS

Newsletters and current awareness publications that specialize in summarizing timely information on specific topics, industries, legislation, grant monies, market conditions, and contents of journals are generally costly and/or ephemeral. Consequently they are carefully evaluated, and selection is limited to those that meet one or more of the following guidelines:

- 1) Are substantial publications with indexes or are indexed by commercial indexing or abstracting services.
- 2) Relate to the Sacramento area or California.
- 3) Serve a major industry or discipline.
- 4) Are internationally significant.

Newsletters that do not meet these criteria may be more appropriately purchased by academic departments and routed promptly to faculty members.

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TEXTBOOKS

Because of frequent revisions, textbooks are acquired only if they are high quality materials which supplement the Library's permanent holdings and can be expected to remain significant over time. When needed in direct support of current teaching programs, they are requested primarily through reserve book lists. They are included in EUREKA, the computer catalog.

HOUSE ORGANS

Periodicals issued primarily for employees and customers by a business or other establishment presenting news of the firm and activities of the executives and employees -- commonly known as house organs -- are selected only if they represent major business enterprises located near or related to the Sacramento area.

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THESES AND PROJECTS

The University Library obtains and provides access to all master's theses and projects completed and approved by the various departments and schools at California State University, Sacramento. CSUS theses and projects can be located via EUREKA, the computer catalog, by author, title, key word, and Library of Congress Subject Heading (theses completed through 1989), by author and department in the **Masters Theses & Projects 1950-1982** list, and from the Thesis Card Catalog located in the Humanities Reference Department. This catalog contains cards for most theses and projects through 1988 and for some in 1989. Supplemental booklets shelved nearby list theses completed after 1989 and are arranged by author and department.

CSUS theses and projects are shelved by author in the Humanities Reference Department.

Theses/dissertations from other universities will be acquired only on an exceptional basis. The reasons for this are (1) the authors are rarely established authorities, (2) the materials tend to be overly specialized, and (3) the quality is generally unpredictable. If a thesis/dissertation from another university fills a specific need unmet by other published materials, it may be considered for purchase.

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CSUS Library Collection Development Policy

DUPLICATE COPIES AND REPLACEMENTS

The purchase of duplicate copies of library materials is limited to those requested by faculty for use in the Reserve Book Room and those ordered by librarians because high use or replacement justifies more than one copy.

In recent years the high use of certain materials has resulted in unavailability, deterioration, and the increased theft and mutilation of library materials. In order to maintain basic library service, the acquisition of duplicate copies, both paper and microform, is necessary. In addition, for some periodicals, duplicate microform subscriptions save space and reduce the possibility of mutilation.

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GIFTS

Books, Periodicals, and Other Library Information Materials

Books, periodicals, and other library information materials (maps, computer software, media, etc.) generally are accepted as gifts. Books donated in memory of specific individuals or purchased with gift book funds may be identified with gift bookplates. However, because library materials must be handled in a manner consistent with established library procedures, gifts with special conditions governing disposition are carefully reviewed. Materials not retained may be offered to other libraries, the general community, or sold in book sales such as those sponsored by the Friends of the CSUS Library. Retention is subject to the following criteria: 1) Relevance to the academic programs and mission of the University. 2) Relevance to the mission of the Library. 3) Appropriateness of content and format with regard to existing Library collections. 4) Potential usefulness. 5) Condition of material.

Gifts In-Kind (gifts not included in first paragraph)

The Library complies with the official CSUS Guidelines for Receiving and Crediting Gifts In-Kind (Presidential Memorandum #87-07). Gifts in-kind such as equipment, furniture, and paintings are desirable and acceptable. The Library retains the right to accept or decline gifts in-kind on an individual basis.

Value Appraisal

Appraisals for Tax Purposes

The Library is not in a position to assist individuals in estimating the value of a gift for tax purposes. Value appraisal for tax purposes is the responsibility of the donor.

Non-tax Related Appraisals

To ensure proper consideration of gifts that appear to have significant value, the Library may wish to establish value in advance.

Endowments

The Library encourages and accepts endowments. A general endowment fund to which monetary gifts can be added has been established for the Library. Other endowments and gifts of money may include restrictions on expenditures, i.e., the purchase of specific materials, furniture, or equipment. Restrictions are acceptable providing they can be interpreted to be reasonably within the criteria noted above.

CSUS Library Collection Development Policy

RARE BOOKS AND MANUSCRIPTS

The library will not actively seek rare books or manuscripts. However, if any are purchased to support the instructional program or are accepted via gift or donation, the Library will preserve the materials through proper security and environment.

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BOOKS WITH SOFTWARE

An increasing number of books acquired by the Library include accompanying software on floppy disk or CD-ROM disk. The floppy disks are in IBM-compatible, Macintosh, or Apple format.

At present most of the books which have accompanying software deal with topics in the sciences, technology, or the social sciences. The software complements and supplements the text with the following types of files: executable programs, programming languages, source code, tutorials, exercises, data, statistics, manuals, simulations, graphics, utilities, music, or macros.

The software may be freeware, shareware, or copyrighted. Users who check out books with accompanying software are responsible for compliance with stated license agreements and copyright laws. Users also assume all risks for any damage that might be caused by viruses which may be present on the disks. The Library does not scan such disks for viruses. The Library Systems Office archives the original copies of disks for replacement purposes in case of reported loss, theft, or damage.

The Library Software Collection computers in the Library Media Center (IBM clone, Macintosh SE, and Apple IIGS) are available upon request for the use of software which accompanies library books.

Whenever possible, records in EUREKA, the computer catalog, which describe books with accompanying software contain notes about hardware requirements.

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ELECTRONIC INFORMATION SERVICES

The Library maintains an Electronic Information Service (EIS) to support the instructional and research needs of students, faculty, and staff. Through this service, mediated access is provided to hundreds of bibliographic, numeric, and full-text online databases. Direct access is provided to several bibliographic, numeric, and full-text databases available on CD-ROM and the Internet and to scores of library catalogs and campus-wide information systems on the Internet. These databases are produced by publishers, government agencies, and colleges and universities.

Hundreds of online databases covering all academic disciplines are available for mediated searching on a cost-recovery, appointment basis during regular business hours. Formats of publications indexed include periodicals, newspapers, government documents, microforms, books, dissertations, and nonprint media. Three systems (Uncover, Lexis-Nexis, and CitaDel) are available for free, direct access via the Internet whenever the Library is open. They provide coverage of periodicals and full-text sources in business, news, law, medicine, education, book reviews, and the academic disciplines in general. The Library contracts with various vendors to access online and Internet-accessible databases. Current contracts are with BRS, Dialog, DataTimes, STN International, Wilsonline, CARL/UnCover, Mead Data/Lexis-Nexis-Medis, and RLIN/CitaDel.

At present the Library offers free, direct access whenever the Library is open to a growing number of CD-ROM databases covering business, news, education, psychology, nursing, language and literature, government documents, and the academic disciplines in general. Current contracts are with UMI, SilverPlatter, Information Access Company, Marcive, Bowker, NewsBank, and Behavioral Measurement Database Services. Scores of free databases produced by U.S. and international government agencies have been selected by the Government Documents Librarian. Providing additional access to these governmental databases is an ongoing project.

An increasing number of library catalogs and campus-wide information systems are available for free, direct access via the Internet. These resources provide information on the holdings of academic and large public libraries around the world as well as many specialized, non-commercial databases. Local access is facilitated by a Gopher Information Client available on the campus network.

Contracts for commercial databases and systems are negotiated with vendors directly, via CLASS, or via the CSU Chancellor's Office. Electronic information services are selected in consultation with the Administrative Council, Public Service Unit Heads, and subject specialist librarians. Criteria used include the extent to which a new database or service enhances user access to information, improves the overall collection, or is relevant to the curriculum. In all cases it is the goal of EIS to ensure access to those electronic information services which are required to meet the educational mission of the University. Coordination of support, documentation, and training is provided by the Electronic Information Services Librarian.

A local area network and gateway via EUREKA, the computer catalog, have been implemented to enhance and maximize direct access in the Library to selected electronic information services. Direct access will be expanded to include network and dial-up users outside the Library and to hours when the Library is not open.

See the following document, **Electronic Information Goals**, for a statement of responsibilities the Library has identified that will provide access to a broad spectrum of information services and technologies.

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ELECTRONIC INFORMATION GOALS

The CSUS Library's major responsibility is to provide access to the array of information services and technologies in support of the curriculum, independent learning, and research. The Library's Electronic Information Goals assume evolution towards a logical combination of traditional print resources, electronic formats, images, and sound. This emerging library will provide access to universal knowledge, without delay, at one's desk. To accomplish these goals, we must develop an intellectual understanding of the computer based environment as well as a hands-on, day-to-day effectiveness in applying this understanding to the information needs of the campus community.

- * Offer an effective combination of electronic and print resources in the library.
- * Integrate the use of electronic information resources into the curriculum in cooperation with the instructional faculty and the computer center.
- * Network information from a variety of electronic formats, (including CD-ROM) to maximize both in-library and remote access.
- * Evaluate redundancy among reference tools in all formats, including electronic, and modify collection practices as needed.
- * Make library collections and services available to remote locations in order to support implementation of campus distance learning efforts.
- * Offer mediated searches for the academic community. Target promotional efforts towards individuals doing research.
- * Provide end-user electronic access to bibliographic, full-text, numeric, multimedia, and other types of information. Offer downloading and/or printing capabilities at all workstations.
- * Use national and international networks such as the Internet. Provide library staff and users with those elements of the network that offer curriculum related information (e.g., databases, other Online Public Access Catalogs) as well as useful tools (e.g., e-mail, lists) in support of campus research and scholarly communication.
- * Teach students to use electronic resources. Offer computer-assisted instructional methods to complement traditional approaches. Convert four library conference rooms into electronic multimedia classrooms to facilitate library instruction.
- * Inform faculty about new sources of information by collaborating with faculty, holding workshops, and producing periodic news releases.

- * Create an electronic information center that includes a staffed centralized location for end-user electronic services; library copying, faxing, scanning; software access; and an interactive classroom.
- * Implement document delivery programs to various groups within the campus community.
- * Analyze user needs with respect to types of information that fit well with Hypercard, expert system, and other similar technologies and implement such projects.
- * Expand and promote the Software Collection.
- * Pursue external support to supplement funding for electronic information access.

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NETWORK-BASED MATERIALS

An increasing number of recently produced articles, serials, documents, and software are exclusively or initially available on the Internet. Announcements of the availability of network-based materials of interest to the Library and its clientele are frequently made via postings to electronic discussions groups (also known as electronic conferences or lists).

Much of this material is free and may be distributed without charge. Some material includes a statement of copyright or contains a request for proper acknowledgement. Some electronic serials require payment for subscription. Network access to commercial materials is increasing.

Usually this material is available on the Internet in either ASCII text file or binary file format. These files may be compressed and require decompression or "unzipping" to be used. They may also be coded for use with specific word processors, such as WordPerfect, or specific programs, such as HyperCard.

The most common method of acquiring such material for local access is via FTP (File Transfer Protocol), though electronic mail is also used. Local access may be either print-based or electronic-based. In the case of a document, the Library has the option to print it out and circulate it like a book or to provide electronic access via the local area network, electronic mail, or a public computer station. The Electronic Information Services Librarian is currently investigating access options for this type of material, as well as issues involved with its identification, selection, acquisition, cataloging, and archiving.

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RECREATIONAL READING MATERIALS

In addition to purchasing materials directly related to the University's curriculum, the Library selectively acquires materials which provide users with a broad cultural background and which in some way may enhance their lives. The 1985 CSUS Student Life Study Report stresses the University's commitment to all dimensions of student life.

These extracurricular materials are found throughout the Library's collections and include diverse subject areas, such as:

Popular fiction

Popular biographies

Sports and games

Cookery

Arts and crafts

Outdoor guides of local interest

The Browsing Collection is a separate rotating collection of recent high-interest or popular titles.

The subject-specialist librarians who select works which are popular, recreational, or leisure-oriented rely on standard reviewing sources as well as on user suggestions, local newspapers, and specialized bestseller lists such as "What They're Reading on College Campuses" in *The Chronicle of Higher Education*.

CSUS Library Collection Development Policy

SHARING OF RESOURCES

The CSUS Library recognizes the fact that it cannot realistically hope to contain within its collection all the information necessary to satisfy the needs of all patrons. Therefore, the Library seeks to utilize the resources of other libraries and make our collection available to these libraries in return. Patrons may have access to other library collections through the following programs.

First, CSUS faculty and students can borrow directly from other CSU campuses in California through the Mutual Library Use program. In addition, the CSUS Library has a reciprocal borrowing agreement with the University of California at Davis under which faculty and students have borrowing privileges at each library.

Second, the CSUS Library has a policy of encouraging patrons to use the resources of other libraries in the Sacramento area. They include the specialized libraries serving California state agencies (Resources Agency, Health Services, etc.); the California State Library which has strong documents, law, and California history collections; the Sacramento Public Libraries; and several medical libraries including the University of California at Davis Medical Center Library, the Paul H. Guttman Library of the Sacramento-Eldorado County Medical Society, Kaiser Permanente, and Roseville Hospital.

Third, through the interlibrary loan system, depending on availability, material will be requested from any library in the United States and, when feasible, other countries. Interlibrary loans are transactions in which library materials or copies of materials not owned by the CSUS Library are borrowed or faxed from other libraries for use by an individual. Limitations to this policy are:

1. The individual must be a CSUS student, faculty or staff member.
2. Requests per individual are limited.
3. Newspapers or manuscripts are available only in microform.
4. Periodicals, bound and unbound, are usually unavailable. Photocopies of single articles are available.
5. Audiovisual materials (sound recordings, slides, filmstrips, videotapes, photographs, film), software, expensive books with colored plates, fragile and/or oversized materials are usually not loaned.
6. Dissertations and master's theses are generally available by purchase only.

7. Although normally there is no charge for an interlibrary loan, some libraries impose a fee (for photocopies or loaning of books) which must be paid by the individual requesting the material.

The CSUS Library reciprocates by making its collection available to fill loan requests from other institutions.

CSUS is a member of the Mountain-Valley Library System. All members of this regional organization participate in reciprocal interlibrary loan and document delivery services.

Through its participation in the sharing of resources described above, the Library is able to provide access to a vast amount of material to meet the information needs of the CSUS community.

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SPECIAL AND FORM COLLECTIONS POLICIES

REFERENCE COLLECTIONS

Purpose

The purpose of this policy is to provide guidelines for the development and maintenance of the reference collections that support the library staff and users of our divisional reference departments.

Scope of Collection

The purpose of the reference collections is to make available resources, regardless of format, that provide information related to the curriculum, campus research, as well as other sources required for a university library. Reference sources are designed to be consulted or referred to for definite information rather than being read through. The contents are arranged to facilitate ready and accurate access. The CSUS reference collections contain the array of traditional reference tools such as encyclopedias, dictionaries, handbooks, almanacs, yearbooks, biographies, concordances, annuals, looseleaf services, catalogs, bibliographies, directories, atlases, indices, etc. Also included are special files (e.g., pamphlets, annual reports), materials on microforms (e.g., telephone directories, college catalogs), and computerized sources (e.g., indices and information or CD-ROM format).

Responsibility

The responsibility for the selection and maintenance of the reference collections belongs to the heads of each department (Social Science and Business Administration, Education and Psychology, Humanities, Science and Technology) in coordination with the librarians responsible for selection in the various disciplines. Materials for the reference collections are selected on the basis of curricular need, reviews in library and discipline based sources, recommendations of CSUS faculty, and analysis by librarians. Selection criteria include consideration of the strengths and weaknesses of the existing collection relative to campus needs, author's reputation, topic currency, relative importance, date of publication, arrangement of the contents, relative cost of the publication, and language of the publication. Librarians study the typical library reviewing journals (*Choice*, *Library Journal*, *College and Research Libraries*, *Reference Services Review*, *RQ*, etc.) as well as publishers' leaflets and catalogs and the traditional reference book guides (e.g., *Sheehy*).

Language

For both general and subject reference works, priority is given to materials in English. Unique foreign language titles as well as foreign titles recommended by faculty to support the curriculum are also purchased.

Format

Hard bound editions are preferred over paperback editions except when a combination of use and cost dictates otherwise.

Duplication

Only the most important and frequently used sources are duplicated between reference departments, e.g., Library of Congress Subject Headings, Ulrich's, encyclopedias, writing manuals, general indices of use to many disciplines, etc.

Weeding

The reference collections are constantly being evaluated as a routine part of collection development responsibilities. Periodically special weeding projects in specific areas are also performed. Old items that maintain permanent research value are kept in the reference collections. Other backfiles of annual publications are sent to the open stacks, some circulating and some noncirculating. General criteria considered in weeding include: significance of the publication, age and currency of the publication, availability of later editions, physical condition of the publication, and duplication of the contents in more recent works.

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ARCHIVES

The purpose of the University Archives is to provide the University with useful documentation of the people, policies, and events of its past. The primary patrons are officials of the University making use of the official records in their day-to-day work. Since the Archives is the repository not only for the official records of the University, but also for records generated by unofficial bodies affiliated with the University or its students, faculty or alumni, it also serves the persons involved in the work of these bodies. A growing use is made of the records in the Archives by persons other than officials of the University, mainly for historical and journalistic purposes.

It should be remembered that the University Archives does not collect in the same way as other parts of the University Library. It receives its materials entirely by deposit or gift. These materials are arranged in record groups -- materials which are produced by a working office group or agency in the course of its normal operation, intended for its own use, and useful to others only incidentally. Since University Archives materials are normally used by these record groups, they are not arranged in a library classification system. In most cases, they are retained in the meaningful order in which they are deposited with some rearrangement as deemed necessary by the archivist. Monographs and periodicals that reflect the activity of the campus community are also retained. Records are by-products of activity, not the end product of the activity, and are consequently remarkable resources for discovery of the actual workings of an organization.

THE UNIVERSITY ARCHIVES COLLECTION CATEGORIES

Administrative Records: Includes minutes, reports, correspondence and other records of administrative offices, academic units, Academic Senate, and administrative and staff committees.

General Publications: Includes academic catalogs, class schedules, handbooks, announcements, directories, commencement and performance programs, research publications, University conference and symposium proceedings, newsletters, brochures, and ephemeral material.

Student Publications: Includes campus newspapers, yearbooks, miscellaneous periodicals, ephemeral materials, plus records of student administration and organizations.

Campus Publicity: Includes press releases, brochures, clippings, and other publications about the campus.

Support Group Records: Includes publications and records from support groups such as the Alumni Association, Hornet and Stinger Foundations, etc.

Master's Theses: One copy of all theses.

Pictorial and Visual Materials: Photographs and photographic negatives, slides, motion pictures, videocassettes, maps, microforms, art works, architectural plans and drawings.

Audio Materials: Speeches, events, oral interviews on audio- or videotapes.

Memorabilia: Pennants, pins, block letters, etc.

SPECIAL COLLECTIONS - UNIVERSITY ARCHIVES

Special Collections are housed in the University Archives. Each individual collection has its own collection development guidelines which serve to define its collection boundaries and parameters. These guidelines are established in conjunction with the donor's deed of gift and the University Archivist or the Special Collections Librarian.

All materials in Special Collections are part of individual, named collections, which are housed as separate units. Each of these collections is valuable and important as a unit, giving added depth to or supplementing a curricular area of the University.

CSUS Special Collections currently include the following: Papers of former Congressman John E. Moss, former State Senator Albert Rodda, Sacramento Citizens Committee on Local Governmental Reorganization, Charles M. Goethe, Sacramento Peace Center, Women's Studies Collection, Port of Sacramento (Papers of Melvin Shore, 1st Port of Sacramento Director), the Papers of Assemblyman Phillip Isenberg (former mayor of Sacramento), and Roland Dickison's Folklore Collection.

The Oral History Special Collections include the Stanford Home, CSUS Oral History Project, California State Government Oral History Program, Social Welfare in California, Women Journalists, Japanese-American Florin Oral History Project, U. S Department of Agriculture Forest Service, and the CSUS History Department Course 190 Oral Histories.

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RESERVE BOOK ROOM MATERIALS

It is Library policy to place on reserve status all materials so designated by faculty members. If the material is not in our collection, it will be purchased or copied. The number of copies purchased is determined by the formula of one copy for every fifteen (15) students. There is no price limit. If a faculty member indicates that the material is available at the campus bookstore, it is purchased there, otherwise orders are processed on a "rush" basis by the Library Acquisitions Department.

In compliance with U.S. copyright laws, only one copy of copyrighted material will be duplicated for placement on reserve.

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CALIFORNIA STATE AND LOCAL DOCUMENTS

Purpose

The Library collects, organizes, and catalogs in EUREKA, the computer catalog, all California state documents and provides brief permanent records in EUREKA for California local documents that support the educational, research, and service programs of the University. Provision is made for the needs of the community at large in accordance with our responsibilities as a selective California depository library as defined in the **California Government Code** sections 14,900-14,912. For example, the Library makes documents readily accessible and provides assistance in their use to qualified patrons without charge.

General Collection Guidelines

Language of Publication: California state documents are primarily in English, but a few Spanish materials are distributed by the California State Printer and are kept when deemed appropriate.

Chronologic Periods Covered: Emphasis is on current materials. The Library has been a selective California depository library since 1963. Retrospective materials are collected, whenever possible, to fill in the gaps in existing holdings or in response to specific requests.

Geographic Areas Covered: The California state and California local documents collections consist of California state, regional, and local documents. Regional documents emanate from regional government organizations, such as the Tahoe Regional Planning Agency and the California Manpower Coordinating Committee. Local documents come from city and county governments, and the emphasis of this collection is on documents from the city and county of Sacramento. When deemed appropriate, documents from other cities and counties are acquired.

Size

No restrictions are placed on size.

California State Library

The State Library Documents Section contains an extensive California state documents collection. Its proximity to the University provides a rich resource to CSUS users who can either request state documents through Interlibrary Loan or visit the library. Since the State Library does not collect local county and city documents, the CSUS Library relies on its own and surrounding library resources, such as the Sacramento Public Library and the County Law Library, for local Sacramento county and city documents.

Types of Material

Treatment of Subject: The Library places no restrictions on the subject of the collections. It receives all documents distributed to selective depositories by the California State Printer and acquires California nondepository documents from issuing agencies.

For Sacramento city and county documents, there is an emphasis on collecting in the areas of business, demography, energy, health, history, land use, and water resources.

Forms of Materials: No restrictions are placed on the format of material collected.

Reference Materials: Reference materials include materials which provide information, such as statistical sources or directories, and materials which facilitate access to the collection, such as indexes and bibliographies. Both government and privately published compendia, handbooks, directories, yearbooks, and indexes are examples of reference materials.

Organization of the Collection

California state and local documents are classified in Library of Congress and California state documents call numbers. Both reference and circulating documents in the subject reference departments are arranged by Library of Congress call numbers. The California state documents stacks are arranged by California state call numbers. Regional and local documents are arranged by call numbers modified from the California state classification system. The Library also acquires local Sacramento city and county documents through a subscription to Greenwood Press' Urban Documents Microfiche Collection, which is located in Library Media Services.

Documents received from the California State Printer are processed for the documents collection. Exceptions to this policy are determined by the Documents Librarian and the subject reference librarians.

Selection of Materials

The Documents Librarian and the subject-specialist librarians are responsible for selecting material for the collections. Teaching faculty are encouraged to participate in selection.

Duplication

Duplication of material useful in the subject collections is appropriate, i.e., a statistical source such as the **California Statistical Abstract** is duplicated in the subject reference departments.

Preservation

Government documents receive the same care as privately published material. Paper serials and monographic series are routinely bound as are nongovernment material.

Evaluation

Librarians regularly review, evaluate, and decide to retain or withdraw documents. The Library is required to retain material distributed by the State Printer for at least five years.

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U.S. GOVERNMENT DOCUMENTS

Purpose

The Library collects, organizes, and catalogs in EUREKA, the computer catalog, publications of the federal government to support the educational, research, and service programs of the University. Publications of general interest, such as U.S. Congressional bills, Small Business Administration business guides, Social Security Administration handbooks, and the National Trade Data bank are also collected. The Library provides for the needs of the community at large in accordance with our responsibilities as a depository as defined in Title 44 of the U.S. Code. The public has free use of depository material and depository publications are retained for at least five years.

General Collection Guidelines

Language of Publication: Federal publications are primarily in English, but a few Spanish materials are distributed and may be selected where deemed appropriate.

Chronologic Periods Covered: Emphasis is on current materials. We have been a designated selective depository library since 1963, and retrospective materials are collected as needed to fill in the gaps in existing holdings or in response to specific requests.

Geographic Areas Covered: No geographic restrictions are placed upon the collection. Special consideration is given to information relating to the western United States.

Regional Depository: As the regional depository for California, the California State Library receives a copy of each document that the Government Printing Office distributes and retains it permanently. The proximity of this collection allows the CSUS Library to tailor its collection to its own needs. CSUS documents users are able to obtain documents not at CSUS through Interlibrary Loan or by visiting the State Library

Size

No restrictions are placed on size.

Types of Material

Treatment of Subject: The Library does not place restrictions upon the subject of the collection.

In meeting the needs of the University and the community, it collects approximately 33% of the publications which are available through the depository system. In selecting depository items, librarians select material from the sciences, social sciences, and humanities which meet the needs of the University curriculum. For nondepository material the Library subscribes to Readex publications in microfiche. Documents not in the depository or nondepository system are acquired individually as the need arises.

Forms of Materials: No restrictions are placed on the format of material collected. Formats include paper, microforms, maps, posters, and electronic or machine-readable.

Reference Materials: Reference materials include materials which provide information, such as statistical sources or directories, and materials which facilitate access to the collection, such as indexes and bibliographies. Both government and privately published compendia, handbooks, directories, yearbooks, and indexes (printed and automated) are examples of reference materials.

Organization of the Collection

Federal documents are classified in Library of Congress and Superintendent of Documents (SuDoc) call numbers. Both reference and circulating documents in the subject reference departments are arranged by Library of Congress call numbers. The federal documents stacks and microfiche are arranged by SuDoc numbers. Readex microprint cards are arranged by year and **Monthly Catalog** accession numbers.

Selected periodicals are not classed and are arranged in alphabetical order in the periodicals collection.

Documents received through the Depository Library Program are processed for the documents collection. Exceptions to this policy are determined by the Documents Librarian and the subject reference librarians.

Selection of Materials

The Documents Librarian and subject-specialist librarians select material for the collection. Teaching faculty are encouraged to participate in selection.

Duplication

Duplication of material useful in the subject collections is appropriate. For example, a statistical source such as the **Statistical Abstract of the United States** is duplicated in the subject reference departments.

Preservation

Government documents receive the same care as privately published material. Paper serials and monographic series documents are routinely bound as are nongovernment material. Microforms are kept in cabinets and segregated by type of microfiche, diazo or silver halide.

Evaluation

Librarians regularly review, evaluate, and decide to retain or withdraw documents. The Library is obligated by law to retain material distributed through the depository system for a period of five years.

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INTERNATIONAL AND CANADIAN DOCUMENTS

Purpose

The Library collects, organizes, and catalogs in EUREKA, the computer catalog, international and Canadian documents to support the educational, research, and service programs of the University. The Library has been a selective depository for Canadian documents since December 1983.

General Collection Guidelines

Language of Publication: The Library primarily selects documents in English. International documents are also printed in other languages such as French and Spanish. Canadian documents are in English, French, or a bilingual format. Documents are selected in these languages as appropriate.

Chronologic Periods Covered: Emphasis is on current materials. Retrospective materials are collected as needed to fill in the gaps of existing holdings or in response to specific requests.

Geographic Areas Covered: No geographic restrictions are placed upon the collection.

Size

No restrictions on size. A Canadian selective depository library is required to retain all items.

Types of Material

Treatment of Subject: The Library acquires most noncopyrighted documents from main deliberative and subsidiary United Nations bodies on subscription from Readex. World Health Organization, Food and Agriculture Organization, UNESCO, copyrighted U.N. documents, and other intergovernmental publications are acquired through standing and individual orders.

International documents covering all subjects relevant to the curriculum are selected. These include, but are not limited to, the following: economics, geography, international business, international affairs, and sociology.

Canadian documents are selected to support academic programs on campus, including Canadian Studies. Subject areas emphasized are anthropology, business administration, economics, French, geography, politics, and sociology.

Forms of Material: No restriction is placed upon format.

Reference Materials: Reference materials include materials which provide information, such as statistical sources or directories, and materials which facilitate access to the collection, such as indexes and bibliographies. Both government and privately published compendia, handbooks, directories, yearbooks, and indexes are examples of reference materials.

Organization of the Collection

International documents in paper are classified by Library of Congress call numbers and located in the appropriate reference departments. Readex United Nations microfiche are arranged alphabetically by U.N. agency, then by title. They are shelved in microfiche cabinets located adjacent to the Documents Department. Microcards are arranged like the microfiche, except that they are stored in special boxes on shelves next to the Documents Collection.

Canadian depository documents are classified and shelved by the Canadian classification system in the Documents Department stacks.

Selected periodicals are not classed and are arranged in alphabetical order in the periodicals collection.

Selection of Materials

The Documents Librarian and subject-specialist reference librarians are responsible for selecting material for the collections. Teaching faculty are encouraged to participate in selection.

Evaluation

Librarians regularly review, evaluate, and decide to retain or withdraw documents. As a selective Canadian depository, the Library is expected to permanently retain Canadian documents. Exceptions to this policy are listed in the Canadian Government Publishing Centre's Depository Services Program.

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MEDIA (AUDIOVISUAL) MATERIALS

Responsibility for Selection of Materials

Media materials to support current academic programs are selected in all subject areas by the Media Librarian, subject-specialist librarians, and instructional faculty. For certain selections, such as expensive items, it may be desirable to consult with appropriate instructional faculty, and/or the subject-specialist librarian, and/or University Media Service's (UMS) personnel, and/or the Associate University Librarian for Public Services and Collections.

Forms of Materials

1. Videocassette
2. Audiocassette
3. Compact disc
4. Videodisc (laser disc)
5. Slide/audio
6. Filmstrip/audio
7. 16mm film
8. CD-ROM

Technological advances may dictate expanding into other formats in the future.

General Collection Guidelines

The collection is developed on a selective rather than a comprehensive level. Emphasis is on selection of programs in videocassette format. The Library Media Center (LMC) will generally not duplicate those materials purchased for use in the Learning Skills Center on campus or the K-12 materials collected for the Curriculum Library in the Education/Psychology Reference Department.

Selection Criteria

Media selection criteria are similar to those used for book selection, for example, curriculum support, appropriate audience level, effectiveness, currency, possible interdisciplinary application, equitable distribution of available budget, and filling of gaps in the collection. Often, video titles are available for free preview. This aids decision-making since these titles are often costly. Additional considerations unique to this informational format are technical quality of the production (color quality, photography, graphics, etc.), sound quality, and compatibility with available hardware.

Videocassettes

Videocassettes titles are obtained by:

1. Purchase from a commercial/educational distributor.
2. Licensing of programs copied off-air when such licensing is available.
3. In-house production, including Visiting Scholars
4. Gift

In general, videocassette purchases require that the request be initiated by faculty and include names of colleagues who may also use the program and course numbers for which the program will be used. The Media Librarian may also select other well-reviewed titles to round out the collection, for example, in the area of cultural diversity. Some titles may be in a foreign language. All videocassette titles are requested to be furnished with close-captioning, if available. The Media Librarian may route advertisements to faculty and subject-specialist librarians seeking input to add newly-released titles of which they might not be aware.

Requests for purchase of current "feature film" titles in video format and best-selling fiction book titles on audiocassette are closely scrutinized. If a request for such items appears to have ample justification for instructional support, and if purchase will not cause an impact on the established use policies of the LMC, the Media Librarian may consider purchase. However, such purchases are the exception rather than the rule.

Telecourse Rights

Negotiations for, and funding of, the telecourse rights for any materials purchased for the permanent collection are not the responsibility of the Library Media Center. Library-owned materials will not be released for such use unless a copy of the telecourse agreement accompanies the request. Materials in the LMC collection may not be used on campus as a fund-raiser or where any fee is collected from viewers and titles are not purchased for such intended purpose.

Other Media

Purchase of slide/audio, filmstrip/audio and 16mm film occurs infrequently and only at the request of faculty. Many of the titles in these formats have been re-released on videocassette or videodisc. When there is a choice, the preferred format is videocassette. The Media Librarian will ask the requestor if the preferred format is acceptable.

Audiocassettes and Compact Discs

Audiocassettes and Compact Discs are purchased not only by faculty request for instructional support, but also to provide some recreational listening materials for students, staff, and faculty. Programs may include classical music, popular music, and spoken-word. In addition, all presentations of the **Visiting Scholars Program** are recorded (with permission) by UMS, and an audiocassette recording is sent to the Library for inclusion in the permanent collection.

Gifts

Gifts in all formats are accepted with the understanding that the decision to include such material in the collection is the responsibility of the Media Librarian and, if necessary, the appropriate instructional faculty.

Replacements

A portion of the LMC materials budget (approximately 20%) is used to replace damaged or worn out, high usage titles or to change formats (usually 16mm to videocassette).

Deselection

A deselection program for all formats is the responsibility of the Media Librarian in consultation with instructional faculty when necessary. The purpose of deselection is to maintain a collection which receives a high level of use, is not outdated in content, is still of good technical quality, and continues to support the current academic program. Deselected titles produced on campus are sent to University Archives. The LMC strives to maintain a dynamic collection rather than an archival/historic collection.

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MICROFORM MATERIALS

Microform is a generic term for any information storage medium containing images too small to read with the unaided eye.

The selection of materials in microform rather than paper and/or the conversion of titles from paper to microform by academic libraries is increasing and is likely to continue to increase. Some of the reasons are:

1. To save storage space.
2. To reduce theft and mutilation.
3. To provide research materials that would otherwise be unavailable.
4. To increase availability, without waiting, of materials which otherwise might be in repair or at the bindery.
5. To reduce long-range costs.

This policy addresses: (1) formats, (2) types of materials suitable for selection in microform, (3) standards, (4) and bibliographic access. The intention is that the policy be used in conjunction with the appropriate selection criteria developed for each subject area. Selection of titles in microform is done by the subject specialists responsible for collection development. Selectors are encouraged to consult with the Acquisitions Librarian whenever a large collection, or a large number of titles, is being considered for purchase in order to coordinate planning for storage, equipment, and workload.

Forms of Materials

Microform collection formats include materials in microfilm, microfiche, microcard, and microprint. Selectors should consider only the purchase of microfilm and microfiche and of those, microfiche is preferred.

Types of Materials Suitable for Selection in Microform

Types of materials suitable for selection in microform are:

1. Materials available only in microform, e.g., back issues of newspapers, dissertations, out-of-print books and journals.
2. Materials which receive very heavy use in either hard copy or microform (e.g., college catalogs and telephone books) but which, if purchased in microform, provide more extensive coverage at less cost in a minimum of space.

3. Materials currently available in hard copy but which are subject to theft and mutilation, e.g., high use periodicals.
4. Scholarly journals which may be used infrequently, but have a high reference value; consider converting all but last 2-5 years to microform.
5. All new backfiles.
6. Duplicate copies of weekly news periodicals.
7. Duplicate sets of heavily used periodical titles.
8. Periodicals which present special problems in binding or handling, due to size or other format peculiarities.
9. Periodicals which lack special qualities of color, format, or printing.
10. Materials whose high cost would prohibit purchase in hard copy.
11. Periodicals which receive heavy usage because they are indexed in standard reference sources.
12. Materials whose chief function is to provide rapid, comprehensive and cumulative updating in a field (e.g., indexes and services), but which are available, manageable, or affordable only in microform.

Standards

Nonarchival microforms (most of the Library collection) may be purchased as a diazo and/or vesicular product. Microform materials obtained for archival purposes should be a silver halide product.

Microfilm should be purchased in 35mm only. Microfiche should not be larger than 4 x 6 inches in size nor of a higher reduction ratio than 48x, with 24x the preferred reduction ratio.

Bibliographic Access

Before purchasing large collections, it is recommended that subject-specialists determine whether or not bibliographic access tools are offered by the vendor as part of the collection. If commercial indexes are unavailable, purchase of the collection should not be considered.

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SLIDE COLLECTION

The purpose of the Slide Collection is to make available 35mm slides for use by the faculty and students at CSUS. This collection is developed for and supports undergraduate and graduate instruction throughout the University, but primarily supports the School of Arts and Sciences.

General Collection Guidelines

Subject Matter: Subjects collected include, but are not limited to, art (historical and modern architecture, painting, sculpture, various decorative and minor arts), Western and Eastern civilization, history, sociology, anthropology, archaeology, ecology, costume, geography, theatre, dance, and world travel.

Language of Labels and Texts: Slides are mostly labeled in English. Foreign language textual material accompanying slides is not translated.

Chronologic Periods Covered: No restrictions.

Geographic Areas Covered: The subjects are worldwide in scope.

Forms of Materials:

Slides - 35mm color transparencies.

Printed - exhibition catalogs, scripts, printed material purchased or acquired with slides, and several basic art reference sources.

Selection Sources

There are no restrictions on sources. Slides are acquired from diverse publishers/organizations (including foreign), using the Slide Buyer's Guide (Visual Resources Association), and slide producers' and dealers' catalogs.

Selection Criteria

Relevance to University curriculum and programs.

Material in demand by faculty and students.

Material needed to strengthen the collection or to fill gaps.

Need to replace deteriorating slides.

Quality of slides. (See slide standards reprinted below.)

STATEMENT ON SLIDE QUALITY STANDARDS*

Color

The color should be as true as possible to the original work of art, neither over- nor underexposed, nor off-color due to the lighting or the film-type.

Film

The film should have fine-grained resolution, and color should be stable with a minimum shelf life of ten years. Duplicate slides should be newly printed as far as possible to maximize their shelf life. High contrast in duplicate slides should be controlled. The film should be clean with no dirt or scratches on the surface or duplicated onto the film from the master transparency or negative. The size 24 x 36 mm is preferable; the supplier should indicate other sizes if used.

Photography

The slides must be in focus and full-frame as far as possible without being cropped. Lighting should be adequate and even throughout, and without glare or reflections. In photographing paintings and buildings, distortion should be avoided.

Information

Accurate and complete information is necessary: artist's full name, nationality and dates; title of the work; date and dimensions, if known; and location. Cropped slides should be identified as such, and details should be described. An indication of the orientation is important, especially on details and abstract works of art. It should be clear which is the front of the slide.

* Joint Art Librarians Society/Visual Resources Special Interest Group - College Art Association/Visual Resources Subcommittee on Slide Quality.

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CURRICULUM COLLECTION

The purpose of the Curriculum Collection is to make available outstanding educational materials for preschool through grade twelve. This collection is developed and maintained specifically to support the undergraduate, graduate, and credential programs in the School of Education (See Supplement I appended to this policy), subject methods courses in other academic departments, and any other aspect of the University curriculum that may find the materials useful.

Materials selected for the Curriculum Collection represent a broad spectrum of viewpoints. Most clients are in the teaching credential program where the academic instruction prepares them to teach in a multitude of diverse circumstances. Being exposed to a wide variety of viewpoints is essential to enable them to form their own outlooks, while being aware of other valid beliefs. To this end, the fundamental principles advocated in the following documents (reproduced in full in Appendix E) are supported: **Library Bill of Rights** (1980), **The Freedom to Read** (Revised 1991), and the **Statement on Professional Ethics** (1981) from the American Library Association; **Intellectual Freedom in Libraries** (1983) from the California Library Association; and **The Students' Right to Read** (1972) from the National Council of Teachers of English.

Collection Guidelines

(See also the Collection Development Policy Profile (Supplement II) appended to this policy.)

Curricular Levels and Subjects: The curriculum collection contains materials to support instruction from preschool through twelfth-grade levels; some materials may also be appropriate for adult basic education. Subjects covered include, but are not limited to: bilingual education, English as a second language, career education, handwriting, health, language arts, literature, mathematics, music, reading, science, social studies, spelling, and special education.

Language of Publication: The main language of the collection is English, although some materials useful for bilingual programs are available in selected other languages. Materials to teach foreign languages are also collected.

Chronologic Periods Covered: Materials are kept for approximately ten years, although special circumstances may require exceptions. A small collection of older California textbooks is maintained to provide opportunities to compare changing curricular styles and theories. Publications from local school districts and California state frameworks are retained forever.

Geographic Areas Covered: Emphasis is placed on materials published and/or used in the United States, with special interest in materials in use in California and the Sacramento region and materials about California.

Collection Formats

Textbooks: Textbooks are selected to represent all subjects taught in grades kindergarten through twelve. Textbooks in use locally are collected as comprehensively as possible (budget permitting), while California state-adopted textbooks (K-8) are collected selectively. A K-8 textbook not on the state adoption list or not in use locally is generally excluded unless purchase is requested by a faculty member or the item is unique and outstanding. Secondary textbooks are not adopted by the state, so selection decisions are based upon faculty request, local use, merit, and the need to cover a broad range of subject areas.

Curriculum Guides: The term curriculum guides is used loosely here to indicate courses of study, sample units, and teacher resource material not in textbook format.

Curriculum guides for grades preschool through twelve are collected selectively except for local and California State Department of Education publications, which are collected comprehensively. Guides are in paper or microformat. In 1991 the Library negotiated with the Association for Supervision and Curriculum Development to be the depository for the curriculum materials displayed at their annual conference. Each year this outstanding collection consists of 400-600 recently published curriculum guides obtained from school districts throughout the United States.

Nonprint Media: Media materials for preschool through grade twelve instructional purposes are purchased very selectively. Formats include pictures, filmstrips, transparencies, slides, audiotapes, kits, simulation and other games, records, duplicating masters, and videotapes. At present, films are excluded (because of cost and equipment considerations). Equipment for previewing these materials is located in the Library Media Center. Media materials about instructional theory and methods or for teacher inservice are located in the Library Media Center.

Reference: Reference works covering curriculum materials are classified and located with the Education/Psychology Reference Collection, including **Textbooks in Print**, **Audiovisual Marketplace**, and **Film and Video Finder**. Other reference works that support the Curriculum Collection are located in the Juvenile Reference Collection. Both reference collections are in close proximity to the Curriculum Collection.

Journals: Education and children's literature periodicals that discuss teaching strategies and review educational materials are collected, as are periodical indexes that provide subject access to this journal literature.

Computer Software: A representative collection of exemplary K-12 educational microcomputer software is collected as an integral part of the Curriculum Collection. This software collection is intended to provide opportunities for library users interested in the field of educational technology to familiarize themselves with the variety of educational microcomputer software programs available and to provide experiences in selecting and applying software for K-12 classroom use. In addition to the general collecting guidelines for subject and content discussed above, the following guidelines apply to software selection:

Software purchased must be compatible with computer hardware publicly available in the library. Operating systems necessary to run the software must also be available.

Software purchased will fall within the following categories (in priority order):

Computer-assisted instruction (examples include drill-and-practice programs, tutorials, simulations).

Utility programs (such as newsletter and crossword generating programs).

Mini-authoring programs (menu-driven programs to enable teachers to create their own drill-and-practice programs).

Programming languages in common use at the K-12 level (such as Logo, Instant Pascal).

Entertainment programs, business/professional programs, or programming languages not relevant to K-12 teaching are excluded from this collection.

The Education Software Collection is housed in the Library Media Center in order to provide additional security and proximity to necessary equipment.

Collection Arrangement

Textbooks and media are classified in a modified version of the Dewey Decimal call number system. Grade levels appear as the last line of the call number. (In the case of high-interest/controlled vocabulary materials, interest levels are used instead of reading levels.) Media materials are indicated by use of the word "nonprint" preceding the call number. Curriculum guides are assigned accession numbers that begin with the subject area (e.g., Science 1732) and are shelved alphabetically by those subject areas, then numerically within each subject area.

Selection Criteria

Whenever possible, professional reviewing tools are consulted when making selection decisions. Selected titles are listed in Supplement III appended to this policy.

The following criteria are considered when making Curriculum Collection decisions:

Strengths and Weaknesses of the Present Collection: This refers to subject, format, and learning style.

Demand by Users: This includes requests by subject as well as requests for specific items. Faculty requests receive special consideration and are purchased whenever possible. Requests by other users are also carefully considered.

Technical Quality: This refers to the quality of such features as binding, printing, sound, visuals, and arrangement.

Accuracy/Currency: Information presented should be as accurate and up-to-date as required by the subject matter.

Literary Values: Materials should foster appreciation of aesthetic and literary values.

Fairness: Whenever possible, information presenting all viewpoints on an issue should be provided, without bias. Controversial issues should be handled fairly.

Multicultural Awareness: The multicultural nature of today's society should be reflected in content and illustrations.

Educational Level: The collection should contain material for the advanced, average, and slow student. For individual items, the publisher's suggested grade level should seem appropriate to the content and approach of the material.

Overall Success in Meeting Educational Goals: Each item in the collection should function well as a whole to meet its expressed educational goals.

EDUCATION

PROGRAMS OFFERED

BASIC TEACHING CREDENTIALS

Credential Title	Teaching Major (Waiver)
Multiple Subjects (Elementary)	Liberal Studies
Multiple Subjects, Bilingual/Cross-Cultural Emphasis in:	Diversified Liberal Studies
Cantonese	Bilingual/Cross-Cultural Programs
Spanish	
Multiple Subjects/Learning Handicapped	Liberal Studies
Single Subject (Secondary)	
Art	Art
Business	Business
English	English
English/Drama	English/Drama
English/Humanities	English/Humanities
French	French
German	German
History	History
Home Economics	Home Economics
Life Science	Biological Science
Mathematics	Mathematics
Music	Music
Physical Education	Physical Education
Physical Science	Phys. Science
Social Science	Social Science
Spanish	Spanish

SPECIALIST CREDENTIALS

Bilingual/Cross-Cultural
Learning Handicapped
Reading
Severely Handicapped

SERVICES CREDENTIALS

Preliminary Administrative Services
Preliminary Administrative Services Internship
Professional Administrative Services
Clinical Rehabilitative Services
Health Services—School Nurse
Pupil Personnel Services (Basic)
Pupil Personnel Services Internship (Basic)
Pupil Personnel Services (School Psychologist)

CERTIFICATES OF COMPETENCY

Adapted Physical Education
Language Development Specialist
Resource Specialist

The Department of Counselor Education in the School of Education offers the following programs:

Master of Science in Counseling:

Art Therapy
Career
Community
Marriage, Family, and Child School

Master of Arts in Education:
Guidance

Services Credentials:

Pupil Personnel Services School Counseling
Pupil Personnel Services School Counseling Internship

The Department of Educational Administration and Policy Studies in the School of Education offers the following programs:

Master of Arts in Education:

Educational Administration

Services Credential:

Preliminary Administrative Services
Preliminary Administrative Services Internship
Professional Administrative Services

The Department of Special Education, Rehabilitation, and School Psychology in the School of Education offers the following programs:

Master of Arts in Education:
Special Education

Master of Science in Counseling:

School Psychology
Vocational Rehabilitation Counseling

Credentials:

Learning Handicapped Specialist
Severely Handicapped Specialist
Joint Multiple Subject/Learning Handicapped
Combined Multiple Subject/Severely Handicapped
School Psychology

Certificate:

Resource Specialist

The Department of Teacher Education in the School of Education offers the following programs:

Bachelor of Arts:

Child Development (See Child Development Section)

Master of Arts in Education:

Behavioral Sciences in Education (Women's Studies)
Behavioral Sciences in Education (Bilingual/Cross-Cultural Education)
Bilingual/Cross-Cultural Education
Curriculum and Instruction
Early Childhood Education
Gifted and Talented Education
English Language Development
Reading

Specialist Credentials:

Bilingual/Cross-Cultural
Reading

Certificates of Competency:

Language Development Specialist Preparation
Mathematics Education
Computers in the Classroom

Minors:

Child Development
Education

Professional Education Components for the Multiple Subject and Single Subject Teaching Credential

SUPPLEMENT II

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
Curriculum Textbooks, K-12.	Initial Study	Advanced Study	Primarily English with some Spanish and Vietnamese.	Emphasis is on materials currently used locally or currently in state adoption.	Emphasis is on materials published in the U.S. with comprehensive subject coverage for California.	No tests or spirit masters unless unavoidable (i.e., workbook is only available in spirit master format).
	Degrees/Programs/Clientele supported: Education (Minor, M.A., M.S., plus relevant credential and certificate programs listed on the previous page). Child Development (Minor, B.A.). Liberal Studies (B.A., Teaching Credential).					
Comments: Collection development in this area is difficult for the following reasons: 1) The collection must cover all subjects at all levels (preschool-12, gifted-slow learners); 2) Review sources are scattered and few; and 3) Because there is an extremely large publishing output, we must be very selective. It is also time-consuming and difficult to identify the materials currently used in local schools.						(Van Auker)
Curriculum Nonprint Media, K-12.	Basic	Initial Study	Primarily English with some Spanish.	In addition to the above, consideration is given to outstanding examples of educational media, regardless of publication date.	Same as above, with California coverage not entirely comprehensive.	
	Degrees/Programs/Clientele supported: Education (Minor, M.A., M.S., plus relevant credential and certificate programs listed on the previous page). Child Development (Minor, B.A.). Liberal Studies (B.A., Teaching Credential). Courses in the English Department.					
Comments: Because the technical quality of media materials varies so widely, an attempt is made to preview all unfamiliar media materials and to make preview time available to the faculty. This complicates the selection process considerably making it difficult to upgrade the collection to the initial study level.						(Van Auker)
Curriculum Guides, K-12.	Initial Study	Advanced Study	Primarily English.	Emphasis on materials published within the last ten years. For local school districts and the California Department of Education all publications are kept regardless of publication date.	Emphasis is on materials published in the U.S. Subject coverage for all countries, with comprehensive subject coverage for California.	
	Degrees/Programs/Clientele supported: Education (Minor, M.A., M.S., plus relevant credential and certificate programs listed on the previous page). Child Development (Minor, B.A.). Liberal Studies (B.A., Teaching Credential).					
Comments: Because curriculum guides are hard to locate and acquire, it is difficult to upgrade this collection to the desired advanced study level. Most curriculum guides are produced by public agencies or foundations that generally do not distribute their publications through the usual channels. There are virtually no regular review sources. Fortunately, we have been able to negotiate an arrangement with the Association for Supervision and Curriculum Development to receive a major collection of curriculum guides each year.						(Van Auker)

SUPPLEMENT III

Many review and information sources are useful when selecting instructional materials. Included are periodicals, books, and government documents. Below is a selected list of these publications.

PERIODICALS

American Biology Teacher
Arithmetic Teacher
Art Education
Arts and Activities
Childhood Education
Computing Teacher
Curriculum Review
Dramatics
Electronic Learning
English Journal
History Teacher
Journal of Home Economics
Journal of Reading
Language Arts
Mathematics Teacher
Media and Methods
Media Review Digest
Reading Teacher
Roeper Review
School Science and Mathematics
Science and Children
Science Teacher
Social Education
Social Studies
VocEd

DOCUMENTS

California. Curriculum, Frameworks, and Instructional Materials Unit. **Standards for Evaluation of Instructional Materials with Respect to Social Contents.**
Ref LB1584 C35 1986

California. State Department of Education. **State Adoptions, Instructional Materials for Grades Kindergarten through 8th.** Curriculum Text 372 cal K-8

CSUS Library Collection Development Policy

JUVENILE LITERATURE COLLECTION

The primary purpose of the Juvenile Literature Collection is to provide a collection of fiction and nonfiction written for children and young adults. It is developed and maintained to support courses and programs in the School of Education, the English Department, and other University courses in which juvenile literature is included in the curriculum. (See Supplement I appended to this policy.)

Unlike public library children's collections, this collection is intended primarily for adult use. Its purpose is to provide materials for student teachers learning to select appropriate reading materials for young people of different ages and abilities and to supplement textbooks at the elementary and secondary levels. It also serves researchers studying the development of children's books. (This collection is heavily used by the non-affiliated segment of CSUS library borrowers. Although this has a significant impact on the collection, it is not one of its intended functions). The wide variety of demands on this collection makes careful selection essential. A broad range of subjects and themes should be included at levels ranging from preschool through young adult. Also many viewpoints should be represented. To help accomplish this mission, the principles in the following documents (reproduced in full in Appendix E) are supported: **Library Bill of Rights** (1980), **The Freedom to Read** (Revised 1991), and the **Statement on Professional Ethics** (1981) from the American Library Association; **Intellectual Freedom in Libraries** (1983) from the California Library Association; and **The Students' Right to Read** (1972) from the National Council of Teachers of English.

Collection Guidelines

Age/Reading Levels and Subjects: The Juvenile Literature Collection includes materials for the age ranges of preschool through young adult. Depending on the level of difficulty, some materials of interest to young adults are not included in the Juvenile Collection, but are cataloged instead into the Library's main collection.

Subjects: All subject areas are represented in the nonfiction collection, especially those areas emphasized in the K-12 curriculum, such as the natural and applied sciences, history, and biography. Fiction titles include examples of a variety of genres and literary styles and represent a broad spectrum of themes and cultures.

Language of Publication: The main language of the collection is English, but examples of the literatures of foreign countries are represented, including material in French, Spanish, German, Chinese, and Vietnamese. This supplements the foreign language teaching materials in the Curriculum Collection. Unfortunately, in recent years funding has not permitted acquisition in this area.

Chronologic Periods Covered: Because the collection is used for research and for the teaching of literary criticism, it is important to provide materials from a broad time span. Selected reproductions of early works are purchased at faculty request and a few older materials are retained in order to facilitate comparisons.

Geographic Areas Covered: Although publications from the U.S. dominate the collection, works from foreign countries are included as examples of cultures throughout the world. Regional history materials are also sought.

Authors/Illustrators: Representation from a wide variety of authors and illustrators is emphasized.

Special Considerations: Current curricular needs require strengthening the Juvenile Collection in the following areas: high-interest/low vocabulary books, books about festivals and holidays, up-to-date material on foreign countries, science activity books, and examples of folk and ethnic literature.

Collection Formats

Picture Books: Picture books are purchased as examples of the work of illustrators, for use in storytelling, and for use with young children.

Fiction: Fiction titles are purchased for all levels, from picture books to young adult novels. An effort is made to collect stories that represent non-traditional role models and settings. Novels with more mature themes that could appeal to both young adult and adult readers may be placed in the Library's main collection at the discretion of the librarian responsible for collection development.

Nonfiction: The scope of the nonfiction collection covers all subjects at all levels, but emphasis is placed on acquiring supplementary material for subjects taught in the K-12 curriculum: the sciences, U.S. and California history, biography, other cultures and countries, drama, poetry, folklore.

Reference Materials: The focus of the Juvenile Reference Collection is on materials used by students researching juvenile literature and developing thematic units which include fiction and nonfiction titles for young people. The majority of titles are bibliographies and guides to the literature. A few outstanding examples of reference materials for use by children are included (World Book, Childcraft), but these are exceptions. There is also a reference collection of all Newbery and Caldecott, and California Young Reader Medal award winners. Since the Juvenile Literature Collection is used by researchers and others studying children's books as a form, the reference collection is extensive.

Nonprint Materials: The Juvenile Literature Collection is limited to printed sources.

Collection Arrangement

Juvenile fiction, including picture books, is arranged alphabetically by author (via assignment of a Cutter number based on the author's name). The nonfiction and reference collections are arranged by the Dewey Decimal Classification System. Books are not arranged by grade level and no indication of grade or reading level is made on the item. Oversize (q) books are interfiled with the rest of the collection.

Selection Criteria

The Juvenile Literature Collection is a teaching collection. In order to be effective for that purpose, it is important that a wide range of examples be included to illustrate the selection criteria that follow. The vast majority of the collection consists of the best in children's literature, but examples of controversial works and flawed or unsuccessful children's books have been included. Professional reviewing sources are consulted when making selection decisions. (A list of these titles appears in Supplement II appended to this policy.)

General Criteria for Selection

1. Literary and aesthetic quality, including plot, style, setting, and characterization. Format and effectiveness of illustrations are also considered.
2. Strengths and weaknesses of the present collection.
3. Accuracy of content and presentation, including the presence of indices, glossaries and bibliographies.
4. Appropriateness of the topic and its treatment for the intended audience
5. Quality of binding, printing, and layout.
6. Promotion of respect for the environment and for all living things.
7. Acknowledgment of the worth and contributions of all people and cultures.
8. Fairness and absence of bias when dealing with controversial topics.
9. User demand. Faculty and student requests will be honored when possible; other user requests will be carefully considered.

Additional Considerations

Local Authors: Works by faculty authors are purchased, and works by other local authors are carefully considered.

California History: Demand for this material is great; every effort is made to acquire all titles on this subject which meet the stated selection criteria.

Series Books: The usual practice is to select series titles on an individual basis unless all volumes are of outstanding merit or are dependent upon one another.

Controversial Works: Examples of controversial books are included so that students can obtain exposure to them.

Abridgments: Abridged versions of classics are purchased only at faculty request or if the book in question is judged to be outstanding in its own right.

Awards and Prizes: Funding limitations preclude automatic purchase of every award-winning children's book. Reference and circulating copies of all Newbery and Caldecott award winners are purchased, as are nominated and selected winners of the California Young Reader Medal titles. Other award-winning books are regularly reviewed for purchase and, depending upon collection needs and selection criteria, may be purchased.

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CSUS Library Collection Development Policy

SUPPLEMENT I

Courses/Programs Supported by the Juvenile Literature Collection

ED TE	103.0	Tutoring Children (typically 5 sections)
ED TE	120.1	Literature for Children
ED TE	146.1	Sex Role Stereotyping in American Education
ED TE	224.5	Children's Literature: Models and Teaching Strategies in the Elementary Classroom
ED TE	286.0	Literature for Adolescents
ED TE	321.2	Teaching of Reading
ED TE	321.4	Language Arts in the Elementary School
ED TE	383.1	Teaching Reading in the Secondary School
English	115A	Core Studies, I
English	115B	Core Studies, II
English	125	Studies in Applied Language, Literature, and Composition

Other required courses for majors in the Education, English, and Liberal Studies programs may require use of children's books, as do methods courses for all the Single Subject Credential Waiver Programs. The master's level Reading Program also is supported by this collection.

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CSUS Library Collection Development Policy

SUPPLEMENT II

Especially Useful Review/Evaluation Sources

Children's Literature

Reference Books

- Best Books for Young Adults.** Annual. American Library Association. Young Adult Services Division. (ref juv 028.5 A5127b)
- The Best Science Books for Children.** American Association for the Advancement of Science. (ref juv 028.5 W8557b)
- Building a Children's Literature Collection.** Association of College and Research Libraries, American Library Association. (ref juv 028.5 Q64b)
- Children's Books.** Annual. Library of Congress. (juv ref 028.5 U585c)
- Children's Books of the Year.** Annual. Bank Street College. Child Study Children's Books Committee. (ref juv 028.5 C5367s)
- Science Books and Films.** (ref QZ 7401 S323 Index Area)

Periodicals

Booklist

- "Notable Children's Books" - March issue
- "Best Books for Young Adults" - March issue
- "High-Interest/Low Reading Level Booklist" - June issue

Center for Children's Books Bulletin

English Journal

Horn Book Magazine

Interracial Books for Children Bulletin

Language Arts

- "Teacher's Choices" - March or April issue

Library Journal

Reading Teacher

- "Children's Choices" - October issue

School Library Journal

- "Best Books" - December issue

Science and Children

- "Outstanding Science Trade Books for Children" - Spring issue

Social Education

- "Notable Children's Trade Books in the Field of Social Studies" - April or May issue

Wilson Library Bulletin

MAP COLLECTION

The purpose of the Map Collection is to make available a wide assortment of individual maps for use by the faculty and students at CSUS. This collection is developed for and supports undergraduate and graduate instruction throughout the University.

General Collection Guidelines

Subject Matter: About half of the collection is devoted to U.S. topographic maps with complete collections for California, Oregon, Washington, Nevada, Arizona, and Hawaii. These maps show natural features and certain land developments, such as roads and cities, according to a set of conventional symbols, mainly contour lines. The remainder of the Map Collection consists of a broad variety of thematic maps such as geologic, physical, navigational, political, economic, social, and historical.

Language of Publication: The primary language featured on the maps is English, although many foreign languages are represented throughout the collection. In some cases, certain maps are only available in a foreign language, usually German.

Chronologic Periods Covered: Maps cover most historical time periods although no attempt is made to maintain a historical collection of maps for a specific geographic area.

Geographic Areas Covered: No restrictions. Special areas featured include Sacramento, the San Francisco Bay area, and California.

Forms of Materials: Maps vary by size and scale. While the vast majority are printed on paper, some maps are represented as relief maps on plastic. There are also a few globes. Usually maps printed on single sheets are acquired, but occasionally sets in booklet or folder form will be selected. The majority of the maps are stored flat in map cases. Folded maps, generally road maps, and those in envelopes, such as physical maps, are stored in file cabinets. Large-size maps (generally 3' x 3' or larger) are mounted on wooden dowels and hung from the ceiling as hook maps. A few maps are permanently hung in the map room and used for reference purposes (for example, Sacramento, San Francisco, California, and the United States).

Related Collections: The atlas collections within the Social Science and Business Administration Reference Department and the Science and Technology Reference Department are a necessary complement to the Map Collection. Gazetteers, cartobibliographies, directories, dictionaries, and other geographical references also form a useful complement to the Map Collection. The Collection Development Policies for these sources are covered in the specific subject areas.

Selection Sources

There are no restrictions on sources. The Library receives some series of maps from the U.S. Geological Survey, the Central Intelligence Agency, and other agencies through the Government Printing Office Document Depository Program. A similar arrangement exists for California state agencies. Maps appearing in *National Geographic* as well as those published as parts or supplements to monographs or series are kept in the Map Collection. Maps are also acquired from diverse publishers and organizations (including foreign) and map producers' and dealers' catalogs.

Selection Criteria

Relevance to University curriculum and programs.

Maps in demand by faculty and students.

Maps needed to strengthen the collection or to fill gaps.

New maps needed to replace those that have deteriorated.

Quality and cost of particular maps.

Time and cost of processing maps into the collection.

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SOFTWARE COLLECTION

The Library maintains a software collection which provides on-site access to a variety of educational software of potential use in classrooms, elementary through university level.

Most of the software titles and all of the documentation do not circulate outside the Library and may not be copied. Access is provided via an IBM-XT compatible, a Macintosh SE, and an Apple IIGS located in the Library Media Center.

The types of software in the collection include: tutorials, simulations, educational games, datasets, bibliographic file managers, paint programs, and public domain software (which does circulate). The majority of the titles are Apple format and intended for use by elementary students and teachers.

Selection of software is done by subject-specialist librarians in consultation with teaching faculty and the Electronic Information Services Librarian. EUREKA, the computer catalog, includes records which describe the titles in the collection.

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PAMPHLET FILE

Maintenance and selection of materials for pamphlet files was ranked as a Priority III activity in the CSUS Library Educational Priorities document drawn up in the Spring of 1993. As a low priority activity the following guidelines will dictate pamphlet files within the CSUS Library:

Guidelines

1. Pamphlet files, if maintained, will be placed only in the four subject departments: Humanities, Science, Education/Psychology, and Social Science/Business Administration.
2. The heads of the subject departments, in consultation with the departmental subject-specialist librarians, will decide whether or not to maintain a pamphlet file.
3. If a department decides to maintain a pamphlet file, a librarian or librarians will be designated to select, weed, and support a subject index to the file. The department's library assistant(s) will provide support for this activity.
4. Maintenance of pamphlet files will not be systematic nor will any routine ordering of materials be done (from the Vertical File Index, P.A.I.S., etc.). Materials processed for pamphlet files will be ephemeral, peripheral, or marginal publications. Requests to be placed on mailing lists for free materials may be done at the discretion of the subject-specialist librarian(s), but no materials will be purchased for the pamphlet files.

Selection

Criteria for inclusion of ephemeral, but valuable, materials in a pamphlet file are the following:

1. Materials should support the curriculum and have no other restriction on subject matter as mandated by the CSUS Library's adherence to the intellectual freedom documents reprinted in Appendix E, pp.131-140.
2. Printed materials should be relatively short in length and have soft-cover binding.
3. Types of materials included may range from newspaper clippings to printed scholarly reports.

Deselection

It is recommended that the designated librarian(s) weed the pamphlet collection when their time allows and they judge weeding to be necessary.

LIBRARY OF CONGRESS CLASSIFICATION PROFILES

**EXPLANATORY NOTES FOR LIBRARY OF CONGRESS
CLASSED SUBJECT PROFILES**

LC Class (Library of Congress Classification)

The subject profiles are organized by the Library of Congress Classification as recommended in the **Guidelines for Collection Development** (Collection Development Committee, Resources and Technical Services Division of the American Library Association, 1979, p. 6). Classes inapplicable to CSUS Library collections are excluded, and classes are expanded where necessary to more clearly reflect collection development practice.

Degrees/Programs/Clientele

This section specifies degree, or degree specialization, programs (Appendix A lists CSUS degrees and programs) and other user needs supported by the Library (research, instructional, recreational, general information, reference, etc.). Special clientele are described.

Collection Levels - Present and Desired

The present and desired levels toward which collection development should be directed to reflect changing interests and courses are indicated in the appropriate boxes. One of the following levels has been selected: comprehensive, research, advanced study, initial study, basic, and minimal. These collection levels were adapted from those recommended by the **Guidelines** cited above (pages 3-5). The full text for each is reprinted below:

Comprehensive level. A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

Research level. A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.

Advanced study level. A collection which is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study;

that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

Initial study level. A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs (as are represented by **Choice** selections) supported by seminal retrospective monographs (as are represented by **Books for College Libraries**); a broad selection of works of more important writers; a selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

Basic level. A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

Minimal level. A subject area in which few selections are made beyond very basic works.

Language of Publication

The language of publication in which materials are collected is indicated with preferences and depths of collecting, conditions for exceptions, and any excluded languages noted.

Chronologic Periods Covered

Major periods are emphasized. If significant, restrictions, limitations, and exceptions are noted.

Geographic Areas Covered

Locations or countries emphasized and significant exceptions and exclusions are noted.

Notes on Forms of Materials

If there are limitations in the various forms of materials collected, they are described here.

Comments

Includes notes regarding further refinements or limitations on collecting policy, such as unique aspects of a subject collected, period or area qualifications that are not expressed in other sections, and any other factors pertinent to the particular collection. If a subject is interdisciplinary, the other contributing disciplines plus joint purchase or special selection arrangements are described.

Librarian Subject-Specialists

The librarian subject-specialists responsible for collection development within the Library of Congress classes listed in the profiles are identified by their last names at the end of the **Comments** section. Consult Appendix D for a list of librarian and faculty-library coordinators.

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
AC	Initial Study	Initial Study	English	No restrictions.	No restrictions.	No restrictions.
Collections. Series. Collected Works.						
Degrees/Programs/Clientele supported: Graduate and undergraduate courses in the humanities, social sciences, and sciences. Comments: General collections only. Collections, series, and collected works of specific subjects and authors are classified by subject and author. (Wood)						
AE AG AI	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	No restrictions.	No restrictions.
Encyclopedias. General Reference Works. Indexes.						
Degrees/Programs/Clientele supported: Graduate and undergraduate courses in the humanities, social sciences, and sciences. Comments: Representative sets of general encyclopedias in the principal modern languages are collected. Special subject encyclopedias, reference works, and indexes are classified by special subject. (Wood)						
AM	Initial Study	Initial Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions.	No restrictions.
Museums. Museography. Museology. Collectors and Collecting.						
Degrees/Programs/Clientele supported: Anthropology (Minor, B.A., Museum Technology Certificate, M.A.). Graduate and undergraduate courses in art and history. Comments: Material is used by students interested in alternate careers in subject areas using exhibits, displays, museums, and galleries. (Beelick)						
AP	Basic	Basic	English	No restrictions.	Emphasis on North America and Europe.	No restrictions.
Periodicals.						
Degrees/Programs/Clientele supported: Comments: Periodicals are arranged alphabetically by title on the third floor south except for periodicals dated before 1975, which are shelved in a compact storage facility on the lower level. A few fugitive items (periodicals) are classified in this AP call number. (Wood)						
AS AY AZ	Initial Study	Initial Study	English	No restrictions.	No restrictions.	No restrictions.
Academies and Learned Societies. Yearbooks. Almanacs. Directories. History of the Sciences. Scholarship/Learning.						
Degrees/Programs/Clientele supported: Graduate and undergraduate courses in the humanities, social sciences, and sciences. Comments: Material of a general character only. Material dealing with a specific subject is classified under the subject. (Wood)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
B BC BD Philosophy. Logic. Speculative Philosophy.	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	No restrictions.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Philosophy (Minor, B.A.). General education courses in critical thinking, plus a broad spectrum of courses in the humanities, sciences, and social sciences. Comments: The various philosophies of the sciences and social sciences are included in this collection. Selectors responsible for related subject areas also select materials, e.g., selectors of mathematics materials select publications on symbolic logic that are classed in the BC's. (Wood, Charlton)						
BF 1-176.9 Psychology: Theory. Philosophy. History. Related Topics. Pathological and Abnormal Psychology. Psychoanalysis.	Initial Study	Initial Study	English	No restrictions.	Emphasis on North America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). Graduate and undergraduate courses in education, nursing, gerontology, recreation, leisure studies, social work, social science, and sociology. Comments: Provides a basic collection to support psychology, philosophy, sociology, etc. Primary responsibility for collection development is assumed by the selector of psychology materials. Librarians responsible for related subject areas, e.g., psychological aspects of learning, diseases, aging, and poverty, also select materials. (Frost, Heaser, Ware)						
BF 180-210 Psychology: Physiological. Experimental.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on North America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). Comments: A core area of psychology instruction at CSUS. Increased emphasis on neuropsychology. (Frost)						
BF 231-635 Psychology: Sensation. Cognition. Perception. Intelligence. Emotion. Will.	Advanced Study	Advanced Study	English	Emphasis on the 19th and 20th centuries.	Emphasis on North America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). Graduate and undergraduate courses in speech pathology and audiology, nursing, gerontology, physics, education, and communication studies. Comments: A core collection which supports both experimental and applied psychology. Selectors for related subject areas also participate in selection, e.g., materials in the BF 251's, psychoacoustics of hearing, and BF 456, developmental disabilities, are selected by selector for courses in speech pathology and audiology. (Frost, Heaser)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
BF 636-698.9 Psychology: Applied. Comparative. Personality.	Advanced Study	Advanced Study	English	Emphasis on the 19th and 20th centuries.	Emphasis on North America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). Graduate and undergraduate courses in communication studies, education, nursing, social work, gerontology, recreation and leisure studies, social science, and sociology. Comments: A basic collection supporting psychology and other programs in the behavioral sciences. Emphasis on materials related to testing and measurement tools. (Frost, Heaser, Ware)						
BF 699-711 Psychology: Genetic.	Initial Study	Initial Study	English	Emphasis on the 19th and 20th centuries.	Emphasis on North America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). Comments: Only major research works are collected. (Frost)						
BF 712-724.9 Psychology: Developmental and Child Psychology.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on North America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Child Development (Minor, B.A.). Psychology (Minor, B.A., Certificate, M.A.). Home Economics (Minor, B.A., Teaching Credential). Family Life Education (Certificate). Graduate and undergraduate courses in nursing, social work, social science, education, speech pathology, and audiology. Comments: An important collection. Special emphasis on empirical studies, cognition, and text-comprehension. Librarians responsible for related subject areas, e.g., child development, speech pathology, audiology, and nursing also select materials. (Frost, Heaser, Ware)						
BF 725-789 Psychology: Ethnopsychology. Interviewing. Color. Disasters. Suffering.	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on North America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). Courses in nursing, sociology, social science, and social work. Comments: (Frost, Heaser)						
BF 795-839 Psychology: Temperament. Character.	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on North America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). Comments: (Frost)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
BF 840-940	Minimal	Minimal	English	Emphasis on the 19th and 20th centuries.	Emphasis on North America and Europe.	Exclude textbooks and popular treatments.
Physiognomy. Phrenology. Graphology. Palmistry.						
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). General interest and recreational reading.						
Comments: Only basic core research works are collected.						
(Frost)						
BF 1001-1389	Basic	Basic	English	Emphasis on the 19th and 20th centuries.	Emphasis on North and South America and Europe.	Exclude textbooks and popular treatments.
Parapsychology.						
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.).						
Comments: Sleep, dreams, and clinical uses of hypnotism are of primary interest in this subject.						
(Frost)						
BF 1404-1999	Minimal	Minimal	English	No restrictions.	No restrictions.	Exclude textbooks and popular treatments.
Occult Sciences.						
Degrees/Programs/Clientele supported: Courses offered in psychology, religion, and philosophy.						
Comments: Not a primary area of curriculum support. Some materials selected for general interest and recreational reading.						
(Frost)						
BH BJ	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	No restrictions.	Emphasis on monographs and periodicals.
Aesthetics. Ethics. Social Usages. Etiquette.						
Degrees/Programs/Clientele supported: Philosophy (Minor, B.A.). Courses in the humanities, social sciences, and sciences as well as general interest reading.						
Comments: The various philosophies of the sciences and social sciences are included in this collection. Librarians responsible for related subject areas also select materials.						
(Wood)						
BL BM BP BQ	Initial Study	Initial Study	Primarily English, but materials in the major European languages plus Greek, Latin, and Hebrew are collected selectively.	No restrictions.	No restrictions.	Emphasis is on monographs and journals. Devotional, polemic, some doctrinal and parochial materials not related to the curriculum are excluded.
Religions. Mythology. Rationalism. Judaism. Islam. Bahaim. Buddhism.						
Degrees/Programs/Clientele supported: Religious Studies (Interdepartmental Minor, Special Major). Humanities (Minor, B.A., Certificate, Teaching Credential). Undergraduate and graduate courses in history, anthropology, sociology, and philosophy.						
Comments: Members of churches in this area and people in the community often make use of our materials on religion.						
(Wood)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
BR BS BT BV BX Christianity. Bible. Doctrinal Theology and Apologetics. Practical Theology. Denominations and Sects - Eastern Christian Churches, Roman Catholic Church, Protestantism.	Initial Study	Initial Study	Primarily English, but materials in the major European languages plus Greek, Latin, and Hebrew are collected selectively.	No restrictions.	No restrictions.	Emphasis is on monographs and journals. Devotional, polemic, some doctrinal and parochial materials not related to the curriculum are excluded.
Degrees/Programs/Clientele supported: Religious Studies (Interdepartmental Minor, Special Major). Humanities (Minor, B.A., Certificate, Teaching Credential). Undergraduate and graduate courses in history, anthropology, sociology, and philosophy. Comments: Members of churches in this area and people in the community often make use of our materials on religion.						(Wood)
C CB CC CD CE CJ CN CR CS CT Auxiliary Sciences of History. History of Civilization and Culture. Archaeology. Diplomatics. Chronology. Numismatics. Epigraphy. Heraldry. Genealogy. Biography.	Advanced Study	Advanced Study	English, other language material selectively.	No restrictions.	No restrictions.	No restrictions.
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Anthropology (Minor, B.A., M.A., Museum Technology Certificate). Comments: Materials are selected to support archaeological excavation programs in Tel Dor, Israel and field work in California as well as the work of the Institute for Archaeology and Cultural Studies and the North Central Information Center (California Archaeological Inventory) located at the University. Genealogy materials are used by members of local genealogical associations and other genealogists.						(Kristie, Frost, Goff)
D 1-2009 History: General. Ancient. Europe - General.	Initial Study	Initial Study	English	No restrictions.	No restrictions.	Include monographs, serials, microforms, and textbooks.
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments:						(Jones)
D 501-838 History: World War I and II. (Subsection of the above L.C. class, D 1-2009.)	Advanced Study	Advanced Study	English	Emphasis on the 19th and 20th centuries.	No restrictions.	Include monographs, serials, microforms, and textbooks.
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments: Emphasis due to class assignments and strong personal interest of students.						(Jones)

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
DA DAW	Advanced Study	Advanced Study	English, other language material selectively.	No restrictions.	No restrictions.	Include monographs, serials, microforms, and textbooks.
History: Great Britain - England, Wales, Scotland, Ireland. Central Europe.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.).						
Comments: (Jones)						
DB	Initial Study	Initial Study	English, other language material selectively.	No restrictions.	Austria. Czechoslovakia. Hungary.	Include monographs, serials, microforms, and textbooks.
History: Austria. Liechtenstein. Czechoslovakia. Hungary.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.).						
Comments: (Jones)						
DC DD	Advanced Study	Advanced Study	English. French. German.	No restrictions.	France. Germany.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
History: France. Andorra. Monaco. Germany.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.).						
Comments: Early periods in English only. Emphasis is on works dealing with the 19th and 20th centuries. (Jones)						
DE DF DG	Advanced Study	Advanced Study	English. French.	Greece: 2000 B.C. - 1453 A.D. Italy: No restrictions.	Greco-Roman World (Greece and Italy). Mediterranean Region.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
History: Mediterranean Region. Greco-Roman World. Greece. Italy. Malta.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.).						
Comments: Emphasis to support active faculty research. (Jones)						
DH DJ DJK	Initial Study	Initial Study	English	No restrictions.	Belgium. Eastern Europe. Luxemburg. Netherlands.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
History: Netherlands - Low Countries, Belgium, Luxemburg. Netherlands - Holland. Eastern Europe.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.).						
Comments: Background works and general studies with monographs on certain periods or incidents. (Jones)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
DK History: Russia. Soviet Union. Former Soviet Republics. Poland. Finland (recent works are classed in DL).	Advanced Study	Advanced Study	English. French. Russian.	No restrictions.	Russia. Soviet Union. Poland.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments: Works in Russian are collected to support active faculty research. (Jones)						
DL History: Northern Europe. Scandinavia - Denmark, Iceland, Norway, Sweden. Finland (earlier works are classed in DK).	Initial Study	Initial Study	English	No restrictions.	Northern Europe. Scandinavia.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments: Very little emphasis given in this area. (Jones)						
DP History: Spain. Portugal.	Advanced Study	Advanced Study	English. Spanish.	No restrictions.	Spain. Portugal.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments: While there are no specific courses, it provides background for the Latin American courses. It also supports courses on the civilization and culture of Spain offered by the Foreign Languages Department. (Jones)						
DQ History: Switzerland.	Initial Study	Initial Study	English	No restrictions.	Switzerland	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments: Background works and general studies with monographs on certain periods or incidents. (Jones)						
DR History: Balkan Peninsula - Bulgaria, Romania, Turkey, Albania, Yugoslavia.	Initial Study	Initial Study	English	No restrictions.	Balkan Peninsula	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments: Background works and general studies with monographs on certain periods or incidents. (Jones)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
DS 1-329.9	Initial Study	Initial Study	English. French. German.	No restrictions.	Ancient Orient. Asia. Near East.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
History: Asia - General, Arab Countries, Ancient Orient, Near East, Iraq, Lebanon, Syria, Israel, Jordan, Asia Minor, Armenia, Saudi Arabia, Iran.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A. - concentration in Asian American Studies). Asian Studies (Minor, B.A.). Other multi-cultural courses. Comments: Emphasis is on the ancient period (see also DE-DG) and the modern period. Materials are purchased in Sumerian and Babylonian with English translations to support specific faculty research. Increasing emphasis for the Pacific Rim region. (Jones, Lai)						
DS 331-689	Initial Study	Initial Study	English	No restrictions.	Asia. Far East. Indian Ocean. Philippine Islands.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
History: Southern Asia. Afghanistan. Pakistan. Bangladesh. India. Indian Ocean. East Asia. Southeastern Asia. Far East. Philippine Islands.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A. - concentration in Asian American Studies). Asian Studies (Minor, B.A.). Other multi-cultural courses. Comments: The major emphasis of this collection is focused on international affairs, economics, and Asian Studies with increasing emphasis for the Pacific Rim region. (Jones, Lai)						
DS 701-937	Advanced Study	Advanced Study	English. Chinese. Japanese.	No restrictions.	China. Japan.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
History: China. Japan. Korea.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A. - concentration in Asian American Studies). Asian Studies (Minor, B.A.). Supports other multi-cultural courses. Comments: The foreign language purchases primarily are in subject areas where there is active research by faculty members. Increasing emphasis on materials related to the Pacific Rim region. (Jones, Lai)						
DT 1-159.9	Advanced Study	Advanced Study	English. French.	No restrictions.	Africa (primarily Egypt).	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
History: Africa - General, Egypt, Sudan.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments: Ancient through the modern periods. Emphasis on ancient as in DE-DG and DS 1-329. (Jones)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
DT 160-363.9 History: Africa - North Africa.	Initial Study	Initial Study	English	No restrictions.	Northern Africa	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request. (Jones, Lai)
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A. - concentration in Pan African Studies). African Studies (Minor, Certificate). Other multi-cultural courses. Comments:						
DT 365-3415 History: Africa - south of the Sahara.	Initial Study	Initial Study	English	No restrictions.	Africa (south of the Sahara).	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request. (Jones, Lai)
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A. - concentration in Pan African Studies). African Studies (Minor, Certificate). Other multi-cultural courses. Comments:						
DU History: Oceania - South Seas including Australia and New Zealand.	Initial Study	Initial Study	English	No restrictions.	Australia. New Zealand. Oceania (South Seas).	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request. (Jones)
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments: Emphasis on selecting materials related to the Pacific Rim region.						
DX History: Gypsies.	Initial Study	Initial Study	English	No restrictions.	Europe. Russia.	Emphasis on monographs and periodicals. (Jones)
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Comments:						
E 11-49.9 History: Americas - General, North America.	Advanced Study	Advanced Study	English	No restrictions.	Western Hemisphere.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request. (Jones, Goff, Lai)
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). California Studies (Minor). Ethnic Studies (Minor, B.A.). Comments: Also supports courses in economics, government with emphasis on materials related to California and ethnic studies.						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
E 51-99	Advanced Study	Research	English	No restrictions.	Western Hemisphere.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
History: Americas - Indians, Indians of North America.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A. - concentration in Native American Studies). California Studies (Minor). Comments: Strong emphasis - some books in Indian languages, some in foreign languages may be purchased. (Jones, Goff, Lai)						
E 101-183.9	Advanced Study	Advanced Study	English	No restrictions.	Emphasis on North America and Europe.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
History: Discovery of America and early explorations. United States - General, Description and Travel, Social Life and Customs, Biography, Military History.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). California Studies (Minor). Ethnic Studies (Minor, B.A. - concentration in Native American Studies). Courses in economics, government, and military service. Comments: Materials are also selected for general interest and recreational reading. (Jones, Goff, Lai)						
E 184-185.98	Advanced Study	Advanced Study	English	No restrictions.	Emphasis on North America and Europe.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
History: United States - Elements in the Population (ethnic groups).						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A. - all concentrations.). California Studies (Minor). Other multi-cultural courses. Courses in business, economics, and sociology. Comments: Strong emphasis in this area. (Jones, Goff, Lai)						
E 186-883	Advanced Study	Advanced Study	English	No restrictions.	Emphasis on North America and Europe.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
History: United States - Colonial Period, Revolutionary War, Civil War, Mexican War, Spanish American War, Slavery, 19th/20th Centuries.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A.). Courses in economics and sociology. Comments: Strong emphasis on the Civil War period. (Jones, Lai)						
F 1-975	Initial Study	Initial Study	English	No restrictions.	Emphasis on North America and Europe.	Emphasis on monographs and periodicals.
History: United States - State and Local.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). California Studies (Minor). Comments: Local history materials support the public history option in the history master's degree program. (Jones, Goff)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
F 856-870	Advanced Study	Research	English. French. German. Spanish.	No restrictions.	Emphasis on North America and Europe.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
History: United States - California.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A.). California Studies (Minor). Other multi-cultural courses.						
Comments: There is a major emphasis on California history with a strong emphasis on the Sacramento Valley, county, and city. Presently seeking retrospective material for the latter. Developing a comprehensive collection on Sacramento area history. The collection supports the diversified activities of the CSUS Center for California Studies.						
(Jones, Goff, Lai)						
F 1001-1170	Initial Study	Initial Study	English. French.	No restrictions.	Emphasis on North America and Europe.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
History: British America. Canada. French America.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Canadian Studies (Certificate).						
Comments: Emphasis on support for the Canadian Studies Program.						
(Jones)						
F 1201-3799	Initial Study	Advanced Study	English. Spanish.	No restrictions.	Western Hemisphere.	Emphasis on monographs and periodicals.
History: Mexico. Latin America, Spanish America - General. Central America. West Indies. Caribbean Area. South America.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Ethnic Studies (Minor, B.A.- concentration in Chicano Studies). Other multi-cultural courses.						
Comments: Present emphasis is on Mexico and Brazil, with a growing need for materials on the remaining countries of Latin America.						
(Jones, Rios-Kravitz)						
G 1-142	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	No restrictions.	Emphasis is on serials, proceedings, textbooks, directories, and gazetteers.
Geography: General. Toponymy. Historical Geography.						
Degrees/Programs/Clientele supported: Geography (Minor, B.A.). History (Minor, B.A., Teaching Credential, M.A.). Courses in social science, genealogy, and for general information.						
Comments: L.C. classes D, E, and F include geography/descriptions of regions and countries. Emphasis on Europe (DA-DR), U.S. (E), California (F856-870), Canada (F1001-1140), Central America (F1201-1577), Brazil (F2501-2659).						
(Kristie)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
G 149-922 Geography: Voyages. Explorations. Polar Regions. Tropics. Northern and Southern Hemispheres.	Advanced Study	Advanced Study	English, selections in other modern languages.	No restrictions.	No restrictions.	Important forms include manuscripts, facsimiles, field notes, guidebooks, and collected works. (Kristie)
Degrees/Programs/Clientele supported: Geography (Minor, B.A.). History (Minor, B.A., Teaching Credential, M.A.). Courses in other social science disciplines, genealogy, and for general information. Comments: Related L.C. classes include the numbers described in the comments section for G 1-142.						
G 1000-3122 Geography: Atlases.	Advanced Study	Advanced Study	English, selections in other modern languages.	No restrictions.	No restrictions.	Atlases (Kristie)
Degrees/Programs/Clientele supported: Geography (Minor, B.A.). Courses in the humanities, sciences, and social sciences where atlases are needed. General information needs of the campus community. Comments: The Map Room, with over 15,000 unclassified maps, is used in conjunction with atlases.						
GA Geography: Mathematical Geography. Cartography.	Initial Study	Initial Study	English	No restrictions.	No restrictions.	Emphasis on monographs and periodicals. (Kristie)
Degrees/Programs/Clientele supported: Geography (Minor, B.A.). Civil Engineering courses in surveying. Geology students and other members of the campus community interested in using and making maps. Comments: This is a small technical collection. Related area is surveying (TA 501-625).						
GB GC Geography: Physical Geography. Oceanography.	Initial Study	Initial Study	English	No restrictions.	No restrictions.	Emphasis on monographs and periodicals. (Kristie)
Degrees/Programs/Clientele supported: Geography (Minor, B.A.). Geology (Minor, B.A., B.S.). Environmental Studies (Minor, B.A.). Comments: Includes the fields of geomorphology, hydrology, natural disasters, oceanography. Related areas: Meteorology and Climatology (QC 851-999), Geology (QE), Soils (S 590-599), Conservation of Natural Resources (S 900-972), Forestry (SD), Environmental Pollution and Water Supply (TD 172-500), Navigation (VK).						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
GF	Initial Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Human Ecology. Anthropogeography.						
Degrees/Programs/Clientele supported: Geography (Minor, B.A.). Environmental Studies (Minor, B.A.). Sociology (Minor, B.A., M.A.). Anthropology (Minor, B.A., Museum Technology Certificate, M.A.). Comments: Related L.C. classes include: Demography (HB 849-3700), Environmental Policy (HC 79 selected subsections), Economic Geography (HC 80-2412), Location (HD 58), Land Use (HD 101-2206), Commercial Geography (HF 1021-1029), Geopolitics (JC 319-324). Supports other social science disciplines. More materials need to be added to enhance this area. (Kristie, Metzger, Frost)						
GN 1-298	Advanced Study	Advanced Study	English, other language material selectively.	No restrictions.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
Anthropology: General. Physical Anthropology. Somatology.						
Degrees/Programs/Clientele supported: Anthropology (Minor, B.A., Museum Technology Certificate, M.A.). Graduate and undergraduate courses in the social sciences, sciences, and humanities. Comments: The library maintains a current Human Relations Area File (microfiche) and a strong collection of professional journals. Active faculty research and publishing supported in human biology (human evolution and adaptation). Some emphasis on women in anthropology. Also some general interest materials are selected. (Frost)						
GN 301-673	Advanced Study	Advanced Study	English, other language material selectively.	No restrictions.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
Ethnology. Social and Cultural Anthropology.						
Degrees/Programs/Clientele supported: Anthropology (Minor, B.A., Museum Technology Certificate, M.A.). Ethnic Studies (Minor, B.A.). Graduate and undergraduate courses in the social sciences, sciences, and humanities. Comments: Collection development supports departmental sponsored excavation program in the northern California region and the University based Institute for Archaeology and Cultural Studies and the North Central Information Center (California Archeological Inventory). Some general interest materials are collected. In 1986 the University established an Institute of Archaeology. (Frost, Lai)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
GN 700-890 Prehistoric Archeology. Historic Anthropology.	Initial Study	Initial Study	English, other language material selectively.	No restrictions.	Emphasis on California.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
Degrees/Programs/Clientele supported: Anthropology (Minor, B.A., Museum Technology Certificate, M.A.). California Studies (Minor). Graduate and undergraduate courses in the social sciences, sciences, and humanities. Comments: As a member of an international consortium of universities, the Anthropology Department faculty and students participate in excavations at Tel Dor, Israel. Collection development supports this fieldwork. Some materials selected for general interest reading. (Frost, Goff)						
GR Folklore.	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	No restrictions.	No restrictions.
Degrees/Programs/Clientele supported: Courses in ethnic studies, anthropology, English, and general interest reading. Comments: Primary emphasis on non-western, non-written traditions and cultures. (Frost, Lai)						
GT Manners and Customs. Houses and Dwellings. Costume, Dress, and Fashion.	Initial Study	Initial Study	English, other language material selectively.	No restrictions.	No restrictions.	No restrictions.
Degrees/Programs/Clientele supported: Courses in human environmental sciences, civil engineering, history, art, drama, sociology, and anthropology. Comments: An area of high general interest, therefore, some materials are selected for recreational reading. (Ware, Beelick, Frost, Kristie)						
GV 1-200.9 Recreation: Outdoor Life. Outdoor Recreation.	Initial Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on North and South America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Recreation and Leisure Studies (Minor, B.S., Certificate for Recreation Therapists, M.S.). Athletics. Comments: More research level materials are required; however, these are difficult to locate. (Merritt, Van Auker)						
GV 201-558 Physical Training.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on North and South America and Europe.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Physical Education (Minor, B.S., Teaching Credential, M.A.). Athletics. Research needs of the Human Performance Laboratory in the Physical Education Department. Comments: (Van Auker)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
GV 561-1198.9 Sports. Athletics.	Initial Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on North and South America and Europe.	Exclude textbooks and popular treatments. (Van Auker)
Degrees/Programs/Clientele supported: Physical Education (Minor, B.S., Teaching Credential, M.A.). Athletics. Comments: Includes recreational sports such as snow and water skiing, hang-gliding, etc.						
GV 1199-1570 Games and Amusements.	Basic	Basic	English	20th century with emphasis on the current period.	Emphasis on North and South America and Europe.	Exclude textbooks and popular treatments. (Merritt)
Degrees/Programs/Clientele supported: Recreational and Leisure Studies (Minor, B.S., Certificate for Recreation Therapist, M.S.). Courses in physical education and general interest reading. Comments: Materials are selected for recreational reading as well as for curriculum support.						
GV 1580-1799 Dancing.	Basic	Basic	English	Emphasis on the 19th and 20th centuries.	International coverage is attempted.	Exclude textbooks and popular treatments. (Van Auker)
Degrees/Programs/Clientele supported: Physical Education (Minor, B.S., Teaching Credential, M.A.). General interest in dancing for recreation. Comments: Active faculty in dance, but small class size.						
GV 1800-1860 Circuses. Spectacles. Carnivals. Rodeos. Waxworks. Amusement Parks, etc.	Basic	Basic	English	Emphasis on the 19th and 20th centuries.	Emphasis on North and South America and Europe.	Exclude textbooks and popular treatments. (Merritt)
Degrees/Programs/Clientele supported: Recreation and Leisure Studies (Minor, B.S., Certificate for Recreation Therapist, M.S.). Courses in history and anthropology plus those in the social sciences that deal with popular culture. Comments: Very limited need.						
H Social Sciences: General Works - Dictionaries, Collections, Encyclopedias, History, Biography, Study and Teaching.	Advanced Study	Advanced Study	English	No restrictions.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request. (Kristie)
Degrees/Programs/Clientele supported: Social Science (B.A., Teaching Credential). All academic programs that require basic social science information. Comments:						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HA 1-173 Statistics: General Works.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States.	Heavy emphasis on textbooks, dictionaries, handbooks, and directories. Encyclopedias and general statistical yearbooks are included. International and federal government documents are important. (Kristie, Budge, Charlton)
Degrees/Programs/Clientele supported: Mathematics and Statistics (Minor, B.A., Teaching Credential, M.A.). Undergraduate, graduate, and research programs in the social sciences, e.g., education, psychology, sociology, economics, and business. Comments: Elementary and advanced texts are collected to support undergraduate and graduate level courses in statistics and research methodology. Collection receives heavy use from master's candidates. For works on the general theory and methodology of statistics, see QA 276+.						
HA 195-730 Statistics: Statistical Data - United States.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States.	Heavy emphasis on federal and state government documents. Typical examples include U.S. Census Bureau publications. Major indexing and abstracting services are also included. (Kristie, Budge)
Degrees/Programs/Clientele supported: All academic and research programs that require basic statistical information about the United States. Comments: Statistical series are collected in appropriate subjects as reflected by frequently asked reference questions. Collection is supplemented by sources from local universities and commercial publishers.						
HA 741-4737 Statistics: Statistical Data - Other Countries.	Advanced Study	Advanced Study	English, selections in other modern languages.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on international organizations (UN, OECD) publications along with the U.S. government printed and electronic resources such as the National Trade Data Bank. (Kristie, Budge)
Degrees/Programs/Clientele supported: All academic programs that require basic statistical data on countries exclusive of the United States. Comments: With increased emphasis upon the international business and international affairs programs, the general collection in this area will need to be expanded.						
HB 1-846.9 Economics: Economic Theory.	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on North America and Europe.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks. (Kristie, Budge)
Degrees/Programs/Clientele supported: Economics (Minor, B.A., M.A.). Master of Public Policy and Administration. Courses in business, social science, government, and history. Comments: General works, essays, biographies included here. This class covers econometrics, history of economic thought, comparative economics, Marxian economics, economics research methodology, and capitalism. Major textbook collection in macro-economics and micro-economics.						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HB 848-3700	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	U.S. government, state, and local government publications along with commercial publications. Electronic resources such as the National Trade Data Bank, Cendata, and other online databases. (Kristie, Budge)
Economics: Population. Demography. Vital Events.						
Degrees/Programs/Clientele supported: Economics (Minor, B.A., M.A.). Courses in business, mathematics, statistics, geography, government, sociology, environmental studies, and ethnic studies. Comments: General works, congresses, population studies included here. This classification covers the writings of Malthus, birth and mortality statistics, population geography, and country statistics.						
HB 3711-3840	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on North and South America and Europe.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks. (Kristie, Budge)
Economics: Business Cycles. Economic Fluctuations.						
Degrees/Programs/Clientele supported: Economics (Minor, B.A., M.A.). Master of Public Policy and Administration. Courses in business, government, and history. Comments: General works and historical treatments of the Depression. Also includes basic texts and handbooks on economic and business forecasting.						
HC	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs and periodicals. (Kristie, Budge, Ware)
Economics: History. Economic Conditions. National Production.						
Degrees/Programs/Clientele supported: Economics (Minor, B.A., M.A.). Courses in business, social science, government, environmental studies, history, home economics, international affairs, geography, and sociology. Comments: General works and biographies also included here. Many important economic statistical series by the federal government are classified in the HC 106.5 area. Works on the consumer movement, the environment, and poverty studies in the HC 110 area.						
HD 1-88	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request. (Budge)
Production. Industrial Management.						
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Master of Public Policy and Administration. Courses in international business (HD 69), comparative economic systems (HD 82), and communication studies. Comments: Supports business courses in the departments of management, management information science, and organizational behavior and environment. Notable topics included are systems analysis (also included in TS 55-60), management theory, organizational behavior, production and operations management, and business policy.						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HD 101-1395 Land Use. Real Estate.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Master of Public Policy and Administration. Research and information needs of the Real Estate and Land Use Institute. Courses in economics, environmental studies, geography, and history. Comments: This collection supports real estate and land use courses in the School of Business. Notable topics include land resource economics, history of land reform, agrarian history, and urban land economics. (Budge)						
HD 1401-2210 Agricultural Economics.	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Economics (Minor, B.A., M.A.). Courses in business, biological sciences, geography, history, and sociology. Comments: Includes works on the farmer movement, migrant workers, water resources development, water law, and farm policy. (Budge, Kristie)						
HD 2321-4730.9 Industry.	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Economics (Minor, B.A., M.A.). Courses in business, engineering, government, history, international affairs, and public policy and administration. Comments: General works and historical treatments. Includes works on the laws and legal procedures of corporations. Major collections on trade regulations, the economic aspects of multinational corporations, cooperatives, and industrial policy. (Budge, Kristie)						
HD 4801-7275 Labor.	Advanced Study	Advanced Study	English	Emphasis on the 18th, 19th, and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Master of Public Policy and Administration. Economics (Minor, B.A., M.A.). Labor Studies (Minor). Courses in women's studies, history, and sociology. Comments: Major collections on women and labor, labor arbitration, and collective bargaining. Salary surveys and manpower studies are also included. Materials on older workers and the impact of technology on workers need to be collected more intensively. Information on vocational rehabilitation collected by education librarians. (Budge, Lai)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HD 7286-7395 Housing.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Master of Public Policy and Administration. Research and information needs of the Real Estate and Land Use Institute of CSUS. Comments: Also supports courses in economics, environmental studies, geography, government, home economics, and sociology. Notable in this collection is the U.S. Bureau of the Census' Annual Housing Survey. Covers housing policy (e.g., housing for the elderly, poor). (Budge, Kristie)						
HD 7411-8943 Labor. Public Sector. Labor History.	Advanced Study	Advanced Study	English	Emphasis on the 18th, 19th, and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Master of Public Policy and Administration. Economics (Minor, B.A., M.A.). Labor Studies (Minor, Certificate). Women's Studies (Minor, Special Major). Comments: Major collections on labor law and collective bargaining. Library has numerous reference works from looseleaf publishers such as Bureau of National Affairs and Commerce Clearing House. (Budge, Kristie)						
HD 9000-9999 Special Industries and Trades.	Advanced Study	Advanced Study	English	Emphasis on the 18th, 19th, and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Master of Public Policy and Administration. Economics (Minor, B.A., Certificate, M.A.). Courses in government, history, physics, sociology, and human environmental sciences. Comments: Major collection on energy economics with focus on coal, oil, nuclear energy, and electric utility studies. All primary industries are represented (e.g., grain trade, tobacco, beverages, textiles, automobiles, steel, computer industry). Company as well as industry histories included. Appropriate biographical works are collected. (Budge, Kristie)						
HE Transportation. Communication.	Advanced Study	Advanced Study	English	Emphasis on the 18th, 19th, and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Master of Public Policy and Administration. Economics (Minor, B.A., Certificate, M.A.). Courses in communication studies, geography, history, and sociology. Comments: Historical treatments, management texts, and policy-oriented works concerning travel, mass transit, shipping, railroads, traffic safety, telecommunications industry, and air transportation. (Budge, Kristie, Wood)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HF 1-4055 Commerce.	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Economics (Minor, B.A., M.A.). International Affairs (M.A.). Research and information needs of Business Education Institute. Courses in government and history. Comments: Historical treatments, international economic theory, multinational marketing, business education, business law, and foreign trade policy are covered in this class. (Budge, Kristie)						
HF 5001-5380 Commerce - Business: General Works - Directories, Handbooks, Encyclopedias, etc.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Includes monographs, almanacs, directories, handbooks, encyclopedias, biographical works, and proceedings. Electronic indexes to business periodicals.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Courses in economics, history, international business, management, and marketing. Business information needs of the general community at large. Comments: Also includes general works on American business history, international marketing, and small business management. Local business directories are classified here, as well as national references. (Budge)						
HF 5381-5392 Vocational Guidance. Business Ethics.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Degrees/Programs/Clientele supported: Education - Counselor Education (M.A., M.S. Service Credentials - option in Career Counseling). The general Sacramento community. Comments: Representative examples of resume books are collected. Large numbers of occupational pamphlets are maintained in the pamphlet collection. (Budge)						
HF 5410-5495 Marketing. Distribution of Products.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Primary emphasis is on the United States with increasing collection development for Eastern Europe, the Pacific Rim, and Mexico.	No restrictions.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Research and information needs of the Center for Management Services, the Business Services Bureau, and the Center for Small Business. Courses in psychology and human environmental sciences. Comments: Major collection in marketing, retailing, procurement, sales management, and direct marketing. Library subscribes to all American Marketing Association publications. Also receives many publications from the Marketing Science Institute and proceedings of the Southern Marketing Association. Major marketing research study by Simmons Market Research Bureau is included. (Budge)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HF 5546-5548.9 Office Organization and Management.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Courses in computer science. Comments: Subjects covered include office management, word processing, EDP (electronic data processing), (see also QA 76 for this topic), and management information systems. Supports courses in the following business concentrations: human resources management and management information science. (Budge)						
HF 5549-5549.9 Personnel Management.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Courses in psychology, sociology, women's studies, and public policy and administration. Comments: Works concerning labor relations, executive skills development, and human resources development. (Budge)						
HF 5601-5691 Accounting.	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	No restrictions.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Sacramento business community. Government Accounting Institute in the School of Business Administration. Comments: Includes works on financial management, business mathematics, accounting history, international accounting, managerial accounting, auditing, accounting information systems, and cost accounting. Also includes study guides to CPA and CMA examinations. Increased attention will be paid to international accounting and EDP auditing. (Budge)						
HF 5717-5780 Business Communication.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Courses in communication studies. Comments: Primarily includes works on business report writing. Also includes records management (HF 5736), shipping of merchandise, and packaging (HF 5770). (Budge, Wood)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HF 5891-6182 Advertising.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Courses in communication studies, journalism, psychology, and human environmental sciences. Comments: Covers theory of advertising as well as trade publications. (Budge, Frost, Ware, Wood)						
HG Finance.	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	Primary emphasis is on the U.S., California, and Sacramento. Secondary emphasis on appropriate international companies and economic regions.	No restrictions.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Economics (Minor, B.A., M.A.). Courses in history, home economics, and international affairs. Comments: Major reference collection on investments. Includes many series from Moody's Investors Service, Standard and Poor's Corporation, and Dun and Bradstreet. Also includes publications from International Monetary Fund, U.S. Federal Reserve System, and the Organization for Economic Cooperation and Development. Historical treatments are covered as well. Supports business concentrations in finance, insurance, international business, and real estate. (Budge, Kristie)						
HJ Public Finance.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Exclude textbooks and popular treatments.
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration, M.S.). Master of Public Policy and Administration. Economics (Minor, B.A., M.A.). Research and information needs of the Government Accounting Institute. Comments: Major reference collections on taxation. Includes Research Institute of America and Commerce Clearinghouse tax services. Bulletins and regulations from the United States Internal Revenue Service. Federal, state, and local budgets are collected. Works on public budgeting, tax reform, property tax, sales tax, estate tax, federal debt, state and local finance, and government accounting are included. (Budge, Kristie)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HM Sociology: Civilization. Social Change. Social Groups. Leadership. Social Psychology. Public Opinion. Authority. Revolutions.	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 19th and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Sociology (Minor, B.A., M.A.). International Affairs (M.A.). Undergraduate and graduate degrees and programs in social science, sociology, social work, criminal justice, psychology, history, religious studies, gerontology, communication studies, and business. Comments: An advanced level general and theoretical sociology collection, including most English language monographs and some superior textbooks. (Frost, Budge, Lai, Kristie, Ware)						
HN Social History. Social Problems. Social Reform.	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 19th and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Social Science (B.A., Teaching Credential). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Criminal Justice (Minor, B.S., M.S.). Women's Studies (Minor, Special Major). Courses in communication studies and Canadian studies certificate. Comments: Some emphasis on social movement theory. (Frost, Kristie, Lai, Merritt)						
HQ 1-1059.9 Social Groups: The Family. Marriage. Sexual Life. Children. Divorce.	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Social Science (B.A., Teaching Credential). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Criminal Justice (Minor, B.S., M.S.). Women's Studies (Minor, Special Major). Home Economics (Minor, B.A., Teaching Credential). Gerontology (Minor, Certificate, B.S.). Family Life Education (Certificate). Education - Counselor Education (M.S. option in Marriage, Family, and Child Counseling). Comments: Emphasis on historical development of social interaction, general works which trace development of family history and child study, and the evolution of the women's movement and women's issues. (Frost, Lai, Merritt, Ware, Ronayne)						
HQ 1060-1064 Aged. Gerontology - Social Aspects.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Gerontology (Minor, Certificate, B.S.). Social Science (B.A., Teaching Credential). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Women's Studies (Minor, Special Major). Home Economics (Minor, B.A., Teaching Credential). Recreation and Leisure Studies (Minor, B.A., Certificate, M.S.). Gerontology Center. Comments: Emphasis is on support for undergraduate and graduate program offering a Certificate in Applied Gerontology. The University supports a Gerontology Center as a public service. This program is interdisciplinary and materials are collected in many related subjects, e.g., psychology, speech pathology and audiology, health, and family development. (Ware, Frost, Lai, Merritt)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HQ 1101-2030.9 Women. Feminism.	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	Primary emphasis is on the United States; some emphasis on European, Asian, Pacific Islander, and African countries.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Women's Studies (Minor, Special Major). Social Science (B.A., Teaching Credential). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Home Economics (Minor, B.A., Teaching Credential). The CSUS Women's Resource Center. Comments: Emphasis is on support for the undergraduate program in Women's Studies. The program is interdisciplinary and materials are collected in many related subjects, e.g., art, business, health, etc. Reprints of historical writings are important but are difficult to obtain. Microforms of theses and historical periodicals are also collected. (Lai, Frost, Ware)						
HS Societies - Secret, Benevolent, etc.: Freemasons. Odd Fellows. Knights of Pythias. Other. Benevolent. Religious. Race. Political. Patriotic Societies. Clubs including Boy Scouts and Girl Scouts, etc..	Initial Study	Initial Study	English, other language material selectively.	Emphasis on the 19th and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Social Science (B.A., Teaching Credential). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Comments: Limited purchase of material on Freemasons, societies and clubs, etc. (Frost, Lai)						
HT 1-395 Urban Sociology. Cities and Towns. Regional and Urban Planning.	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 19th and 20th centuries.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Undergraduate and graduate degrees and programs in social science, sociology, social work, geography, environmental studies, government, business and public administration. Courses in psychology, economics, history, civil engineering, health and safety studies, and public policy and administration. The CSUS Institute for Social Research. Comments: Includes a major collection of local city and community planning documents (HT 168, HT 393), plus zoning codes and laws. For architectural aspects, see NA 9000-9425. More materials should be acquired as scope of study goes beyond urban area investigation into extra-urban area investigation. (Frost, Budge, Kristie)						
HT 401-1595 Rural Sociology. Social Classes. Races.	Initial Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	No restrictions.
Degrees/Programs/Clientele supported: Social Science (B.A., Teaching Credential). Anthropology (Minor, B.A., M.A.). Sociology (Minor, B.A., M.A.). Courses in geography, economics, government, history, ethnic studies, and public policy and administration. The CSUS Institute for Social Research. Comments: More materials should be acquired to support class and race studies. (Frost, Lai, Kristie)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
HV 1-5840	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 19th and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Social Pathology. Social and Public Welfare. Protection. Assistance and Relief (arranged by special classes of persons, as determined by age, defects, occupation, race, etc.). Degrees/Programs/Clientele supported: Social Science (B.A., Teaching Credential). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Criminal Justice (Minor, B.S., M.S.). Courses in psychology, nursing, speech pathology, audiology, gerontology, health and safety studies. Comments: Special effort to collect historical materials for some subjects, e.g., alcoholism, drug habits. Historical materials also important for the master's degree in social work. Collecting emphasis on HV 1451-1493 (Aged) and HV 2350-2719 (Deaf/Sign Language). (Lai, Frost, Heaser, Ware)						
HV 6001-9960	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Criminology. Crimes and Offenses. Penology - Police, Prisons, Punishment, Reform, Juvenile Delinquency. Degrees/Programs/Clientele supported: Criminal Justice (Minor, B.S., B.S. in Forensic Science, M.S.). Social Work (Minor, B.A., Master of Social Work). Courses in social science, history, psychology, and sociology. Comments: Collection of materials to support forensic science degree is coordinated with selectors in chemistry (QD 71-142, Analytical Chemistry) and the allied medical sciences (RA 1001-1171, Forensic Medicine). Selector for social work collects materials to support master's degree concentration in community organization, planning, and administration. Strong emphasis to support large, active programs in criminal justice. (Merritt, Charlton, Lai)						
HX	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	Emphasis on the United States, selective coverage of other countries and areas.	No restrictions.
Socialism. Communism. Anarchism. Utopias. Degrees/Programs/Clientele supported: Social Science (B.A., Teaching Credential). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Economics (Minor, B.A., M.A.). Courses in government and criminal justice. Comments: Some emphasis on collecting American utopian and left-wing material. (Van Auken, Kristie)						

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	PRESENT	DESIRED				
J	Initial Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	United States with emphasis on California and Great Britain.	Emphasis is on monographs, serials, and government documents.
Political Science: General Legislative and Executive Papers.						
Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., history, economics, international affairs, business, public policy, and social science.						
Comments: Includes U.S. Continental Congress journals, California Assembly and Senate journals, and a complete set of Hansard's <u>Parliamentary Debates</u> . (Van Auker)						
JA	Initial Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	United States with emphasis on California and Great Britain.	Emphasis is on monographs, serials, and government documents.
Political Science: Collections and General Works.						
Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., history, economics, international affairs, business, public policy, and social science.						
Comments: Includes all American Enterprise Institute publications. (Van Auker)						
JC	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	Emphasis on North America and Europe.	Emphasis is on monographs, serials, and government documents.
Political Science: Political Theory. Theory of the State.						
Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., history, economics, international affairs, business, public policy, and social science.						
Comments: Includes reprints of some classics as well as recent textbooks. (Van Auker)						
JF 1-1195	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	Emphasis on North America and Europe.	Emphasis is on monographs and government documents.
Political Science - Political Institutions and Administration: General. Comparative. History. Handbooks. Treatises. Organs and Function of Government. Political Rights and Guarantees.						
Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., history, economics, international affairs, business, public policy, and social science.						
Comments: Includes reprints of some classics as well as recent textbooks. (Van Auker)						

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	PRESENT	DESIRED				
JF 1321-1900	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Political Science - Political Institutions and Administration: Government and Administration - History, Civil Service, Territorial Administration, Martial Law, Military Government, Federal Districts.						
Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Master of Public Policy and Administration. Courses in other social science and professional degree programs.						
Comments: Includes general works in public administration and administrative law. Key reference works are "Sage Public Administration Abstracts" and the "Public Administration Bibliography" series.						
(Van Auker)						
JF 2011-2112	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Political Science - Political Institutions and Administration: Government and Administration - Political Parties.						
Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., history, economics, international affairs, business, public policy, and social science.						
Comments: Includes administrative law textbooks and history of political parties.						
(Van Auker)						
JK 1-371	Advanced Study	Advanced Study	English	Emphasis on the 19th and 20th centuries.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Political Science - Political Institutions and Administration: United States - Constitutional History.						
Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., history, economics, international affairs, business, public policy, and social science.						
Comments: Includes general works. Reprints of classics are collected.						
(Van Auker)						
JK 401-850	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Political Science - Political Institutions and Administration: United States Government and Administration - History, Law and Legislation, The Executive, Cabinet, Departments, and Civil Service.						
Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Master of Public Policy and Administration. Courses in other social science and professional degree programs.						
Comments: Includes general works on the history of public administration as well as the civil service system. A major collection is the Arco Civil Service Test Tutor. Another important collection under HD/8008-8036 covers collective bargaining in the public sector which includes reference loose-leaf services.						
(Van Auker)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
JK 851-1686	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Political Science - Political Institutions and Administration: United States Government and Administration - Executive, Congress and The Legislative Department, Judiciary, Government Property. Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., history, economics, international affairs, business, public policy, and social science. Comments: Includes general works. (Van Auker)						
JK 1711-2248	Advanced Study	Advanced Study	English	Emphasis on the 19th and 20th centuries.	United States	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Political Science - Political Institutions and Administration: United States - Politics, Civil Rights. Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., history, economics, international affairs, business, public policy, and social science. Comments: Includes general works; early books on suffrage. (Van Auker)						
JK 2249-2391	Advanced Study	Advanced Study	English	Emphasis on the 19th and 20th centuries.	United States	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Political Science - Political Institutions and Administration: United States - Political Corruption, Political Parties. Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., history, economics, international affairs, business, public policy, and social science. Comments: Includes general works. (Van Auker)						
JK 2403-9995	Advanced Study	Advanced Study	English	Emphasis on the 18th, 19th, and 20th centuries.	United States with emphasis on California.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Political Science - Political Institutions and Administration: United States - State Government. Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Master of Public Policy and Administration. California Studies (Minor). The Center for California Studies. Courses in other social science and professional degree programs. Comments: Includes general works on the operation of state government as well as materials on the governments of specific states. California state government is extensively covered. (Van Auker)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
JL JN JQ	Advanced Study	Advanced Study	English, selections in other modern languages.	Emphasis on the 18th, 19th, and 20th centuries.	Primary emphasis is on the United States; also some on Canada, Latin America, Great Britain, and other areas of Western Europe.	Emphasis on monographs and periodicals.
Political Science - Political Institutions and Administration: British America and Latin America. Europe and Great Britain. Constitutional History - Non-United States. Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). International Affairs (M.A.). Courses in other social science disciplines, e.g., history, economics, business, and public policy. Comments: Includes general works with emphasis on comparative studies of constitutional history. (Van Auker)						
JS 1-1583	Advanced Study	Advanced Study	English	Emphasis on the 18th, 19th, and 20th centuries.	United States with emphasis on Sacramento, other California cities, and major U.S. metropolitan areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Non-print media by faculty request.
Political Science: United States - Local and Municipal Government. Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). Master of Public Policy and Administration. Courses in other social science and professional degree programs. Comments: Includes general works on local and metropolitan government as well as materials on specific cities' governments. Sacramento's government is emphasized. Major reference works include the Sacramento County and City Charters and Codes. (Van Auker)						
JS 1701-8455	Advanced Study	Advanced Study	English	Emphasis on the 18th, 19th, and 20th centuries.	No restrictions.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Political Science: Non-United States - Local and Municipal Government. Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). International Affairs (M.A.). Courses in other social science disciplines, e.g., history, economics, business, and public policy. Comments: Includes general works on comparative studies of municipal government systems. (Kristie)						
JV	Advanced Study	Advanced Study	English	Emphasis on the 18th, 19th, and 20th centuries.	No restrictions.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Political Science: Colonies and Colonization. Emigration and Immigration. Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). History (Minor, B.A., Teaching Credential, M.A.). Sociology (Minor, B.A., M.A.). International Affairs (M.A.). Ethnic Studies (Minor, B.A.). Courses in other social science disciplines. Comments: (Kristie, Lai)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
JX Political Science: International Law. Foreign Relations.	Advanced Study	Advanced Study	English	Emphasis on the 18th, 19th, and 20th centuries.	No restrictions.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks. (Kristie)
Degrees/Programs/Clientele supported: Government (Minor, B.A., M.A.). History (Minor, B.A., Teaching Credential, M.A.). International Affairs (M.A.). Courses in other social science disciplines. Comments: Emphasis on comparative studies of documents relating to international relations.						
K KD KDC KDE KDG KDK KE General Law. Law of United Kingdom and Ireland. Law of Canada.	Initial Study	Initial Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United States.	No restrictions. (Lai)
Degrees/Programs/Clientele supported: No law degree program offered. Strong legal emphasis in business administration, criminal justice, education, social work, and public policy and administration. (B.A., M.A., M.B.A., M.S.W., M.P.P.A.). Lesser but required use by many other academic disciplines. Use by general public. Comments: General law and legal theory purchased broadly. Foreign law materials not purchased other than basic English common law classics and treatises in English translation that have been requested by faculty. Practice and procedure manuals intended for legal offices are not purchased.						
KF KFA-KFZ Law of the United States. Law of States. Law of Cities.	Initial Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis is on the United States, California, and Sacramento city and county.	No restrictions. (Lai)
Degrees/Programs/Clientele supported: No law degree program offered. Strong legal emphasis in business administration, criminal justice, education, social work, and public policy and administration. (B.A., M.A., M.B.A., M.S.W., M.P.P.A.). Lesser but required use by many other academic disciplines. Use by general public. Comments: Primary emphasis is on current United States, California, and local statutory, administrative, and case law, as well as current, basic textbooks, e.g., "Hornbook" series and West series. Professional multivolume treatises (e.g., real estate, contracts, etc.) are purchased in response to curriculum-related needs. Practice and procedure manuals intended for legal offices are not purchased.						

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CSUS Library Collection Development Policy

THE FOLLOWING PERTAINS TO THE "L" CLASSIFICATION

Due to the large number of programs offered by the School of Education, they are listed on the next page and not in the "Degrees/Programs/Clientele supported" section of the Library of Congress Classed Profiles.

All the materials in the "L" class support the general and/or specific programs offered by the School of Education.

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EDUCATION

PROGRAMS OFFERED

BASIC TEACHING CREDENTIALS

Credential Title	Teaching Major (Waiver)
Multiple Subjects (Elementary)	Liberal Studies
Multiple Subjects, Bilingual/ Cross-Cultural Emphasis In:	Diversified Liberal Studies
Cantonese	Bilingual/Cross-Cultural Programs
Spanish	
Multiple Subjects/Learning Handicapped	Liberal Studies
Single Subject (Secondary)	
Art	Art
Business	Business
English	English
English/Drama	English/Drama
English/Humanities	English/Humanities
French	French
German	German
History	History
Home Economics	Home Economics
Life Science	Biological Science
Mathematics	Mathematics
Music	Music
Physical Education	Physical Education
Physical Science	Phys. Science
Social Science	Social Science
Spanish	Spanish

SPECIALIST CREDENTIALS

Bilingual/Cross-Cultural
Learning Handicapped
Reading
Severely Handicapped

SERVICES CREDENTIALS

Preliminary Administrative Services
Preliminary Administrative Services Internship
Professional Administrative Services
Clinical Rehabilitative Services
Health Services—School Nurse
Pupil Personnel Services (Basic)
Pupil Personnel Services Internship (Basic)
Pupil Personnel Services (School Psychologist)

CERTIFICATES OF COMPETENCY

Adapted Physical Education
Language Development Specialist
Resource Specialist

The Department of Counselor Education in the School of Education offers the following programs:

Master of Science in Counseling:

Art Therapy
Career
Community
Marriage, Family, and Child
School

Master of Arts in Education:

Guidance

Services Credentials:

Pupil Personnel Services School Counseling
Pupil Personnel Services School Counseling Internship

The Department of Educational Administration and Policy Studies in the School of Education offers the following programs:

Master of Arts in Education:

Educational Administration

Services Credential:

Preliminary Administrative Services
Preliminary Administrative Services Internship
Professional Administrative Services

The Department of Special Education, Rehabilitation, and School Psychology in the School of Education offers the following programs:

Master of Arts in Education:

Special Education

Master of Science in Counseling:

School Psychology
Vocational Rehabilitation Counseling

Credentials:

Learning Handicapped Specialist
Severely Handicapped Specialist
Joint Multiple Subject/Learning Handicapped
Combined Multiple Subject/Severely Handicapped
School Psychology

Certificate:

Resource Specialist

The Department of Teacher Education in the School of Education offers the following programs:

Bachelor of Arts:

Child Development (See Child Development Section)

Master of Arts in Education:

Behavioral Sciences in Education (Women's Studies)
Behavioral Sciences in Education (Bilingual/Cross-Cultural Education)
Bilingual/Cross-Cultural Education
Curriculum and Instruction
Early Childhood Education
Gifted and Talented Education
English Language Development
Reading

Specialist Credentials:

Bilingual/Cross-Cultural
Reading

Certificates of Competency:

Language Development Specialist Preparation
Mathematics Education
Computers in the Classroom

Minors:

Child Development
Education

Professional Education Components for the Multiple Subject and Single Subject Teaching Credential

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
L Education: General Works - Yearbooks, Congresses, Official Documents, Educational Exhibitions and Museums, Directories.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis is on monographs, periodicals, and government publications.
Degrees/Programs/Clientele supported: All undergraduate and graduate degrees/programs in education. Comments: Reference Collection is especially strong in statistical sources and college directories, including those covering foreign universities. (Merritt, Ronayne)						
LA Education - History: General. By Period. Higher Education. United States. Other Regions. Biography.	Advanced Study	Advanced Study	English	Emphasis on the 19th and 20th centuries.	United States and selective coverage of other countries, especially Canada, Mexico, England, and areas of Western Europe. Commonwealth of Independent States (former USSR), China, and Japan.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S.). History (Minor, B.A., Teaching Credential, M.A.). Comments: Collection includes historical surveys, comparative studies, student activism, social change, biographies, public school reform, and foreign education. (Ronayne, Merritt)						
LB 1-45 Education - Theory and Practice: Encyclopedias, Dictionaries, Comprehensive Works. Forecasting. Educational Anthropology.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: All undergraduate and graduate degrees and programs in education. Comments: Collection includes primarily general reference materials in LB 1-17. (Merritt, Ronayne)						
LB 51-585 Education - Theory and Practice: Systems of Individual Educators.	Advanced Study	Advanced Study	English	Emphasis on the 19th and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S.). Comments: Collection includes materials on educational issues, philosophies, theories, theorists, and systems. (Merritt, Ronayne)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
LB 1025-1050.7	Research	Research	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis is on monographs, periodicals, and government publications.
Education - Theory and Practice: Teaching. Student Counseling. Educational Research. Instructional Systems - Computers, Resource Programs, other. Audiovisual. Educational Reading.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S. in Counseling). Teachers and educational administrators in the Sacramento area. Comments: Strong collections in the areas of instructional methods, educational counseling, and reading. Supports the certificate program, Computers in the Classroom. LB 1050.5 also supports speech pathology/audiology courses. An important resource that complements the monograph collection is the ERIC microfiche collection, which covers all aspects of education. (Ronayne, Van Auker)						
LB 1050.9-1162	Research	Research	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis is on monographs, periodicals, and government publications.
Education - Theory and Practice: Educational Psychology. Child Study. Preschool.						
Degrees/Programs/Clientele supported: Child Development (Minor, B.A.). Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S. in Counseling). Psychology (B.A., M.A.). Home Economics (Minor, B.A., Teaching Credential). Speech Pathology and Audiology (B.S., Clinical Rehabilitative Services Credential, M.S.). Comments: Materials on the psychology of learning, LB 1060, selected to support courses in speech pathology and audiology, clinical rehabilitative services, psychology, nursing, and testing/assessment tools. Special emphasis on speech development and speech therapy in children (LB 1139.L3) to support faculty research. See also related subject areas of child study in HQ 769+ (Care and Training of Children). (Van Auker, Frost, Merritt, Ronayne, Ware)						
LB 1165-1696.9	Research	Research	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis is on monographs, periodicals, and government publications.
Education - Theory and Practice: Kindergarten. Primary. Elementary and Secondary Schools.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S. in Counseling). Comments: Collection includes works on general curriculum development and the curriculum development of specific subjects, e.g., history, mathematics, science. A separate collection of K-12 curriculum materials is maintained (primarily Dewey-classed), including textbooks, curriculum guides, and media. (See Curriculum Collection policy in the form collection section of this document.) (Ronayne, Merritt)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
LB 1705-2286	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Education - Theory and Practice: Education and Training of Teachers.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S.). Comments:						
						(Ronayne, Merritt)
LB 2300-2430	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Education - Theory and Practice: Higher Education.						
Degrees/Programs/Clientele supported: Education (M.A. in Education Administration, M.S. in Counseling). Comments: This collection is also used by CSUS faculty and administrative staff.						
						(Ronayne, Merritt)
LB 2503-2797	Initial Study	Initial Study	English	20th century with emphasis on the current period.	United States	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Education - Theory and Practice: School Laws and Legislation.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S.). Health and Safety Studies (Minor, B.S., Teaching Credential). Comments: See also KF 4100-4200 for circulating books on school law added since 1984. This collection is also used by members of the community employed in schools and education agencies.						
						(Ronayne, Merritt, Heaser)
LB 2803-3325	Advanced Study	Advanced Study	English	Emphasis on the 19th and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Education - Theory and Practice: School Administration and Organization - Instructional Supervision, Program Evaluation, Finance, Discipline, Testing. School Architecture and Equipment.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S.). Comments: A separate non-circulating collection of educational and psychological tests is maintained to support courses in testing and measurement. Some test directories are also classed in the LBZ section of the reference collection.						
						(Merritt, Ronayne)

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
LB 3401-3640	Initial Study	Initial Study	English	Emphasis on the 19th and 20th centuries.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Education - Theory and Practice: School Hygiene. Special Days. School Life. Student Customs.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate programs, M.A., M.S.). Health and Safety Studies (Minor, B.S., Teaching Credential). Nursing (School Nurse Health Services Credential). Courses in speech pathology and audiology. Comments: Materials in LB 3405-3411 (school health education) also support the School Nurse Health Services Credential Program in Nursing. LB 3453-3454 (defective hearing and hearing conservation) supports faculty research in Speech Pathology and Audiology. (Merritt, Ronayne, Heaser)						
LC 8-59	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Education - Special Aspects: Forms of Education - Self-education, Home, Private, Public School.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S.). Comments: (Ronayne, Merritt)						
LC 65-245	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Education - Special Aspects: Social - Economic, Demographic, Education and the State, Compulsory, Literacy, Higher Education and the State, Taxation, Community and the School, Foundations, etc.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S.). Comments: Collection also includes materials on the community and schools, parent-teacher associations, and foundations (endowments, funds, etc.). (Van Auker, Ronayne)						
LC 251-1091	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Education - Special Aspects: Moral and Religious Education. Types of Education - Humanistic, Vocational, Professional, Industrial.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S.). Comments: (Ronayne, Merritt)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
LC 1099	Advanced Study	Advanced Study	English, selections in other modern languages.	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Education - Special Aspects: Intercultural Education.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., relevant Credential and Certificate Programs, M.A., M.S.). Comments: Materials support bilingual/cross-cultural credential, multicultural and ethnic counseling courses, multicultural education courses within the School of Education, and faculty research. (Ronayne, Merritt, Van Auker)						
LC 1390-5160.9	Research	Research	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Education - Special Aspects: Special Classes of Persons - Women, Minorities, Exceptional Children, Gifted, Handicapped.						
Degrees/Programs/Clientele supported: Education (Minor, B.A., Learning Handicapped Specialist, Severely Handicapped Specialist, and Resource Specialist Programs, M.A., M.S.). Courses and research in speech pathology, audiology, and biomedical engineering. Comments: Material in LC 4001-4030, handicapped children, especially language, reading, and learning disability, supports faculty and student research associated with biomedical engineering and the Assist-Device Center. LC 7404 (slow learning children) supports the Clinical Rehabilitative Services Credential. (Merritt, Ronayne, Heaser, Kramer)						
LC 5161-6691	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Education - Special Aspects: Fundamental. Extension. Adult. Exhibits.						
Degrees/Programs/Clientele supported: Education (M.A., M.S.) Comments: Materials in LC 5201-5808 are relevant to the expanding Regional and Continuing Studies and Distance Learning programs. (Ronayne, Merritt)						
LD	Minimal	Minimal	English	20th century with emphasis on the current period.	Emphasis is on California with selective regional coverage.	Primarily monographs collected.
Education - Individual Institutions: United States.						
Degrees/Programs/Clientele supported: Education (M.A.). Government (B.A., M.A.). History (B.A., M.A.). Comments: Extremely selective. (Ronayne, Merritt)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
LE	Minimal	Minimal	English. Spanish.	20th century with emphasis on the current period.	Selective coverage of Canada, Mexico, and Central America.	Primarily monographs collected.
Education - Individual Institutions: America, except United States - Canada, Mexico, Central America, West Indies, South America.						
Degrees/Programs/Clientele supported: Education (M.A.). Government (B.A., M.A.). History (B.A., M.A.). Comments: Rarely purchase material in this subject area. (Ronayne, Van Auker)						
LF	Minimal	Minimal	English, other language material selectively.	20th century with emphasis on the current period.	Highly selective.	Primarily monographs collected.
Education - Individual Institutions: Great Britain. Europe. Soviet Union. Turkey. Others.						
Degrees/Programs/Clientele supported: Education (M.A.). Government (B.A., M.A.). History (B.A., M.A.). Comments: (Ronayne, Van Auker)						
LG	Minimal	Minimal	English	20th century with emphasis on the current period.	Very selective.	Primarily monographs collected.
Education - Individual Institutions: Asia. Africa. Australia. New Zealand. Pacific Islands.						
Degrees/Programs/Clientele supported: Education (M.A.). Government (B.A., M.A.). History (B.A., M.A.). Comments: (Ronayne, Van Auker)						
LH	Minimal	Minimal	English	20th century with emphasis on the current period.	United States	Emphasis on monographs and periodicals.
Education: College and School Magazines and Papers.						
Degrees/Programs/Clientele supported: Education (M.A.). Journalism (B.A.). Comments: (Ronayne)						
LJ	Minimal	Minimal	English	20th century with emphasis on the current period.	Emphasis on the United States.	Emphasis is on monographs and periodicals.
Education: Student Fraternities and Societies - United States.						
Degrees/Programs/Clientele supported: Relevant undergraduate and graduate degrees and programs in education. Comments: Members of CSUS fraternities and sororities consult this collection. (Ronayne)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
LT Education: Textbooks.	Minimal	Minimal	English	20th century with emphasis on the current period.	Emphasis on the United States.	Primarily monographs collected.
Degrees/Programs/Clientele supported: Relevant undergraduates and graduate degrees and programs in education. Comments: Used only for books about textbooks covering several subjects. The majority of our titles on textbooks are classed elsewhere either with the subject, e.g., reading, or with the educational level, e.g., elementary. A separate K-12 textbook collection is maintained as part of the Curriculum Collection (see the Curriculum Collection policy in the form collection section of this document). (Ronayne, Merritt)						
M ML MT Music. Literature of Music. Music Instruction and Study.	Advanced Study	Advanced Study	English, selections in other modern languages.	No restrictions; however, emphasis is on the Middle Ages to present.	No restrictions; however, emphasis is on Europe and the United States with selective coverage of the rest of the world to support program in ethnomusicology.	Study scores (the Music Department's collection of performance scores is in the music building), monographs, serials, catalogs, facsimiles of manuscripts, reports of scholarly societies. Emphasis upon recent imprints in music literature.
Degrees/Programs/Clientele supported: Music (Minor, B.A., B.M., Teaching Credential, Master of Music). Courses generally in the arts, humanities, and special areas of physics. Recreational reading interests of the campus and Sacramento communities. Comments: Sound recordings are selected by the Media Librarian. ML 3805-3817, music acoustics, also supports faculty research in Physics. Music education materials selected also by education subject specialists. (Snow, Charlton, Ronayne)						
N Visual Arts: General Works.	Advanced Study	Advanced Study	English, selections in other modern languages particularly well illustrated Asian material.	No restrictions.	No restrictions.	Monographs, serials, selected exhibition and museum catalogs, art reproductions for Humanities Picture File, slides for Slide Collection.
Degrees/Programs/Clientele supported: Art (Minor in Art Education, Art History, or Art Studio; B.A. in Art History or Three and Two Dimensional Art Studio; Teaching Credential; M.A. in Art Education, Art History, or Art Studio). Education - Counselor Education (M.S. in Art Therapy). Comments: Art materials in general also support courses in history and the humanities. Collection development of N 350-352, 362, art - study and teaching (preschool, elementary, and secondary) primarily the responsibility of selectors of teacher education materials. (Beelick, Ronayne)						
NA Architecture.	Advanced Study	Advanced Study	English, selections in other modern languages particularly well illustrated Asian material.	No restrictions.	No restrictions.	Monographs, serials, pictures for Humanities Picture File, slides. Exclude technical engineering textbooks.
Degrees/Programs/Clientele supported: Art (Art History - Minor, B.A., M.A.). Home Economics (Minor, B.A., Teaching Credential). Interior Design (B.A.). Courses in civil engineering (urban engineering), humanities, and sociology (urban and regional planning). Comments: Emphasis is on artistic design and historical influence of architecture rather than the professional aspects. (Beelick, Ware)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
NB Sculpture.	Advanced Study	Advanced Study	English, selections in other modern languages particularly well illustrated Asian material.	No restrictions.	No restrictions.	Monographs, serials, selected exhibition and museum catalogs, pictures for Humanities Picture File, slides.
Degrees/Programs/Cienteles supported: Art (Minor in Art Education, Art History, or Art Studio; B.A. in Art History or Three and Two Dimensional Art Studio; Teaching Credential; M.A. in Art Education, Art History, or Art Studio). Education - Counselor Education (M.S. in Art Therapy). Courses in: English, history, and humanities. Comments: (Beelick, Ronayne)						
NC Drawing. Design. Illustration.	Advanced Study	Advanced Study	English, selections in other modern languages particularly well illustrated Asian material.	No restrictions.	No restrictions.	Monographs, serials, selected exhibition and museum catalogs, pictures for Humanities Picture File, slides.
Degrees/Programs/Cienteles supported: Art (Minor in Art Education, Art History, or Art Studio; B.A. in Art History or Three and Two Dimensional Art Studio; Teaching Credential; M.A. in Art Education, Art History, or Art Studio). Interior Design (B.A.). Education - Counselor Education (M.S. in Art Therapy). Design courses in the Department of Human Environmental Sciences. Comments: Collection development for interior design materials will be expanded to support courses in the recently implemented B.A. in Interior Design. (Beelick, Ronayne, Ware)						
ND Painting.	Advanced Study	Advanced Study	English, selections in other modern languages particularly well illustrated Asian material.	No restrictions.	No restrictions.	Monographs, serials, selected exhibition and museum catalogs, pictures for Humanities Picture File, slides.
Degrees/Programs/Cienteles supported: Art (Minor in Art Education, Art History, or Art Studio; B.A. in Art History or Three and Two Dimensional Art Studio; Teaching Credential; M.A. in Art Education, Art History, or Art Studio). Education - Counselor Education (M.S. in Art Therapy). Courses in English, history, and humanities. Comments: (Beelick, Ronayne)						
NE Print Media: Printmaking and Engraving. Wood and Metal Engraving. Etching. Serigraphy. Lithography. Other.	Advanced Study	Advanced Study	English, selections in other modern languages particularly well illustrated Asian material.	No restrictions.	No restrictions.	Monographs, serials, selected exhibition and museum catalogs, pictures, slides.
Degrees/Programs/Cienteles supported: Art (Minor in Art Education, Art History, or Art Studio; B.A. in Art History or Three and Two Dimensional Art Studio; Teaching Credential; M.A. in Art Education, Art History, or Art Studio). Education - Counselor Education (M.S. in Art Therapy). Courses in English, history, and humanities. Comments: (Beelick, Ronayne)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
NK Decorative Arts. Applied Arts. Decoration and Ornament.	Advanced Study	Advanced Study	English, selections in other modern languages particularly well illustrated Asian material.	No restrictions.	No restrictions.	Monographs, serials, selected exhibition and museum catalogs, pictures, slides.
Degrees/Programs/Clientele supported: Art (Minor in Art Education, Art History, or Art Studio; B.A. in Art History or Three and Two Dimensional Art Studio; Teaching Credential; M.A. in Art Education, Art History, or Art Studio). Interior Design (B.A.). Education - Counselor Education (M.S. in Art Therapy). Home Economics (B.A. options in textiles, clothing, merchandising, environmental design). Comments: (Beelick, Ronayne, Ware)						
NX Arts in General: Study and Teaching. Exhibitions. History. General Works. Special Subjects. Patronage. Art Centers.	Initial Study	Initial Study	English, other language material selectively.	No restrictions.	No restrictions.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Art (Minor in Art Education, Art History, or Art Studio; B.A. in Art History or Three and Two Dimensional Art Studio; Teaching Credential; M.A. in Art Education, Art History, or Art Studio). Courses generally in the arts and humanities. Education - Counselor Education (M.S. in Art Therapy). Comments: (Beelick, Ronayne)						
P 1-85 Philology and Linguistics: General.	Initial Study	Initial Study	English, other language material selectively.	No restrictions.	No restrictions.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: English (Minor, Certificate, Teaching Credential, B.A., M.A.). Courses in the foreign languages generally, linguistics, and semiolinguistics. Comments: Foreign language linguistics are primarily covered in each individual language component. (Beelick, Merritt, Ronayne)						
P 87-99.9 Communication. Mass Media.	Advanced Study	Advanced Study	English, selections in other modern languages.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis is on the English speaking world, and other geographical areas selectively.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Communication Studies (Minor, B.A., M.A.). Courses in the social sciences generally. Comments: Communication studies is an interdisciplinary program which offers a diversity of classes in traditional areas such as rhetoric and in such new areas as cable TV, telecommunication, communication law, teleconferencing, etc. It uses sources from a wide variety of disciplines including psychology, sociology, etc. (Wood)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
P 101-149	Initial Study	Initial Study	English, other language material selectively.	No restrictions.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on monographs and periodicals.
Philology and Linguistics - Language, Linguistic Theory, Comparative Grammar, Origin, etc.: General Works. Origin. Acquisition. Political and other Aspects. Science of Language - Linguistics.			Degrees/Programs/Clientele supported: English (Minor, B.A., Certificate, Teaching Credential, M.A.). Courses in speech pathology and audiology, psychology, and education. Comments: Selectors for speech pathology and audiology also select materials, primarily in P 101-105 (psychology of language) and P 135 (sign language). These materials are collected at the advanced study level. (Beelick, Frost, Heaser, Merritt, Ronayne)			
P 151-299	Initial Study	Initial Study	English, other language material selectively.	No restrictions.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on monographs and periodicals.
Philology and Linguistics - Language, Linguistic Theory, Comparative Grammar, Origin, etc.: Grammar - Theory, Generative, Comparative (General Works, Alphabet, Phonetics, Morphology, Parts of Speech, Syntax).			Degrees/Programs/Clientele supported: English (Minor, B.A., Certificate, Teaching Credential, M.A.). Courses in education, speech pathology and audiology, and the foreign languages. Comments: Collection in phonology and phonetics (P 215-222) supports courses in speech pathology and audiology, education, and particularly the TESOL Program (Certificate to teach English to speakers of other languages). (Wood, Heaser, Merritt, Ronayne)			
P 301-1091	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on monographs and periodicals.
Philology and Linguistics - Language, Linguistic Theory, Comparative Grammar, Origin, etc.: Comparative Grammar - Style, Composition, Prosody, Etymology, Semantics. Lexicography. Indo-European Philology. Extinct Ancient or Medieval Languages.			Degrees/Programs/Clientele supported: English (Minor, B.A., Certificate, Teaching Credential, M.A.). Comments: (Beelick)			
PA	Initial Study	Initial Study	Primary source material in Greek and Latin with English translations; secondary sources primarily in English.	Ancient world from ca. 900 B.C. to ca. 600 A.D.; 20th century criticism.	Mediterranean world and other geographical areas influenced by it.	Emphasis on monographs and periodicals.
Classical Philology and Literature: General Works. Greek and Latin Philology and Language.			Degrees/Programs/Clientele supported: Latin (Minor). Greek (courses only in ancient Greek). Courses in English, drama, and the humanities. Comments: Although only a few classes are taught in Greek and Latin, classical literature in translation is used in English, Drama, and the Humanities Departments. (Wood)			

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
FB	Minimal	Minimal	English	No restrictions.	Great Britain and Ireland.	Emphasis is on monographs.
Modern European Languages: General Works. Celtic Languages and Literature.						
Degrees/Programs/Clientele supported: Foreign language courses generally.						(Wood)
Comments:						
PC 1-986	Minimal	Minimal	English. French. Romanian.	No restrictions.	Primarily Europe.	Emphasis on monographs and periodicals.
Modern European Languages - Romanic Philology and Literature: Romanic (General). Romanian. Dalmatian. Raeto-Romance.						
Degrees/Programs/Clientele supported: Foreign language courses generally.						(Snow)
Comments: A small collection of monographs and several general series.						
PC 1001-1984	Initial Study	Initial Study	Italian. English.	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Italy.	Emphasis on monographs and periodicals.
Modern European Languages - Romanic Philology and Languages: Italian.						
Degrees/Programs/Clientele supported: Italian (Minor, Special Major, Teaching Credential - Italian Concentration).						(Snow)
Comments: Language tapes are selected by Foreign Languages Department faculty members who teach Italian. Italian literature is classed in PQ 4001-5999. The Department offers courses in Italian language, literature, and culture.						
PC 2001-3761	Advanced Study	Advanced Study	English. French.	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on France with other French-speaking areas collected selectively.	Emphasis on monographs and periodicals.
Modern European Languages - Romanic Philology and Languages: French.						
Degrees/Programs/Clientele supported: French (Minor, B.A., Teaching Credential, M.A.).						(Snow)
Comments: Language tapes are selected by Foreign Languages Department faculty members who teach French. The Department offers courses in French language, literature, and culture. French literature is classed in PQ 1-3999.						
PC 4001-4977	Advanced Study	Advanced Study	English. Spanish.	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Spain and the Latin American countries.	Emphasis on monographs and periodicals.
Modern European Languages - Romanic Philology and Languages: Spanish.						
Degrees/Programs/Clientele supported: Spanish (Minor, B.A., Teaching Credential, M.A.).						(Snow)
Comments: Language tapes are selected by Foreign Languages Department faculty members who teach Spanish. The Department offers courses in Spanish language, literature, and culture. Spanish literature is classed in PQ 6001-8929.						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
PC 5001-5498	Initial Study	Initial Study	English. Portuguese.	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Portugal and Brazil.	Emphasis on monographs and periodicals.
Modern European Languages - Romanic Philology and Languages: Portuguese.						
Degrees/Programs/Clientele supported: Portuguese (Minor).						
Comments: Language tapes are selected by Foreign Languages Department faculty members who teach Portuguese. The Department offers courses in Portuguese language, literature, and culture. Portuguese literature is classed in PQ 9000-9999.						
						(Snow)
PD 1-777	Initial Study	Initial Study	English. German.	20th century with emphasis on the current period.	Austria. Germany. German-speaking areas of the world. Switzerland.	Emphasis is on monographs and serials.
Modern European Languages - Germanic Philology and Language: General Works.						
Degrees/Programs/Clientele supported: German (Minor, B.A., Teaching Credential, M.A.).						
Comments: See also PF 3001-5999. German literature is also classed in PT 1-4899.						
						(Trujillo)
PD 1001-7159	Basic	Basic	English. German.	20th century with emphasis on the current period.	German-speaking areas. Scandinavia.	Emphasis is on monographs and dictionaries.
Modern European Languages - Germanic Philology and Language: Old Germanic Dialects. North Germanic. Scandinavian - Old Norse, Icelandic, Norwegian, Danish, Swedish.						
Degrees/Programs/Clientele supported: German (Minor, B.A., Teaching Credential, M.A.).						
Comments: The literature of these languages is classed in PT 5001-9999.						
						(Trujillo, Wood)
PE	Advanced Study	Advanced Study	English	No restrictions.	Emphasis is on Great Britain and the United States. Other countries selectively as they relate to the development of the English language.	Emphasis on monographs and periodicals.
Modern European Languages - English Philology and Language.						
Degrees/Programs/Clientele supported: English (Minor, B.A., Certificate, Teaching Credential, M.A.). Courses in all disciplines, general education courses, and recreational reading.						
Comments: Students from all disciplines must take English courses, i.e., English is a service department. English literature is classed in the PR's and American literature in the PS's.						
						(Wood)

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
PF 1-1541 Modern European Languages - West Germanic Philology and Languages: Dutch. Flemish. Friesian (includes literature).	Basic	Basic	Dutch. English. Flemish.	Primarily 20th century.	Belgium. Netherlands.	Emphasis is on monographs and dictionaries.
Degrees/Programs/Clientele supported: Foreign language courses generally. Comments: Dutch literature is classed in PT 5001-5980 and Flemish literature in PT 6000-6471. (Wood)						
PF 3001-5999 Modern European Languages - West Germanic Philology and Languages: German.	Advanced Study	Advanced Study	German. English.	No restrictions; principal emphasis is on the modern period, i.e., modern German.	Germany. Austria. German-speaking areas of the world. Switzerland.	Emphasis is on monographs and serials.
Degrees/Programs/Clientele supported: German (Minor, B.A., Teaching Credential, M.A.). Comments: German literature is classed in PT 1-4899. (Trujillo)						
PG Modern European Languages, Philology, and Literature: Slavic - General, Church Slavic, Bulgarian, Macedonian, Serbo-Croatian, Slovenian, Russian, Ukrainian, Bohemian, Slovak, Polish. Baltic. Albanian.	Initial Study	Initial Study	Primary sources collected in Russian with English translations; secondary sources primarily in English.	Emphasis on the 19th and 20th centuries.	Primary concentration is on Russia, but emigre literature is also collected.	Emphasis is on monographs, language tapes, and journals; most non-Russian Slavic material is excluded.
Degrees/Programs/Clientele supported: Russian (Minor). Foreign language courses generally. Comments: Russian literature in translation is taught in the English, Drama, and Humanities Departments. The Foreign Languages Department offers courses in the Russian language, literature, and culture. (Wood)						
PH 1-5490 Modern European Languages, Philology, and Literature: Uralic. Finnish. Hungarian. Basque.	Basic	Basic	English	20th century with emphasis on the current period.	Finland. Hungary. Basque-speaking areas.	Primarily monographs and dictionaries.
Degrees/Programs/Clientele supported: Foreign language courses generally. Comments: Selected English translations of prominent writers are collected. (Wood)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
PJ 1-9500	Basic	Basic	English	No restrictions.	Africa. Near East.	Primarily monographs and dictionaries.
Oriental Philology and Literature: Egyptian. Coptic. Hamitic. Semitic - Assyrian. Sumerian. Hebrew. Aramaic. Syriac. Arabic. Ethiopian.						
Degrees/Programs/Clientele supported: Relevant courses in foreign languages, literatures, and cultures. Comments: Selected English translations of prominent writers are collected. (Wood)						
PK 1-9601	Minimal	Minimal	English	No restrictions.	India. Middle East.	Primarily monographs and dictionaries.
Indo-Iranian Philology and Literature: Indo-Aryan. Iranian. Afghan. Baluchi. Kurdish. Ossetic. Dardic. Armenian. Caucasian.						
Degrees/Programs/Clientele supported: Relevant courses in foreign languages, literatures, and cultures. Comments: Selected English translations of prominent writers are collected. (Wood)						
PL 1-495, 901-998, 3521-8844	Basic	Basic	English	No restrictions.	Asia. Africa. Far East. Oceania.	Primarily monographs and dictionaries.
Language and Literature: Ural-Altaic. Ainu. East Asiatic. Korean. Indo-Chinese. Karen. Tai. Cambodian. Dravidian. Oceanic. African.						
Degrees/Programs/Clientele supported: Relevant courses in foreign languages, literatures, and cultures. Ethnic Studies (Minor, B.A.). Asian Studies (Minor, B.A.). African Studies (Certificate, Minor). Ethnic Studies (Minor, B.A. - concentration in Asian American Studies and Pan African Studies). Comments: Korean, Indo-Chinese, and African languages and literatures are selectively collected for Ethnic and African Studies courses. Members of the above ethnic groups in the Sacramento area also use these collections. (Wood, Lai)						
PL 501-889, 1001-3277	Initial Study	Initial Study	Literary works in Chinese and Japanese are selectively collected; translations and criticism are acquired primarily in English.	No restrictions; however, emphasis is on the medieval and modern periods.	Emphasis is on China and Japan.	Emphasis is on monographs, journals, and language tapes.
Language and Literature: Japanese. Chinese.						
Degrees/Programs/Clientele supported: Chinese (Minor). Japanese (Minor). Ethnic Studies (Minor, B.A. - concentration in Asian American Studies). Asian Studies (Minor, B.A.). Courses offered in Chinese and Japanese language, literature, and culture. Members of the Sacramento Chinese and Japanese communities. Comments: Material limited to supporting individual courses and general interest. Members of Sacramento's large Japanese and Chinese communities use these materials. (Wood, Lai)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
PM	Basic	Basic	English	No restrictions.	Western Hemisphere.	Primarily monographs and dictionaries.
Language and Literature: Hyperborean. American. Mixed Languages. Creole. Pidgin English. Artificial Languages - Esperanto. Ido. Volapuk and others. Secret Languages.						
Degrees/Programs/Clientele supported: Relevant courses in anthropology and foreign languages, literatures, and cultures. Ethnic Studies (Minor, B.A. - concentration in Native American Studies). Comments: Native American languages and literatures are collected selectively, primarily for ethnic studies and anthropology courses. (Wood, Lai)						
PN 1-1551	Advanced Study	Advanced Study	English; works in Old English, Middle, or Early Modern are collected as necessary, as are works in American dialects in American literature.	Anglo-Saxon period to date for English literature. Colonial period to date for American literature.	Primary emphasis is on Great Britain and the United States with secondary emphasis on other English-speaking countries. Selective coverage of other geographical areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Literature: General. Philosophy. Esthetics. Criticism. Authorship. Literary History. Poetry.						
Degrees/Programs/Clientele supported: English (Minor, B.A., Certificate, Teaching Credential, M.A.). General Education requirements, service courses for other disciplines, and recreational reading. Comments: Modern English and American literature are probably the major areas for recreational reading in the library. Our collection development policy is to select the best of current English language literature and the best fiction by California and Sacramento writers. Also, fiction about Sacramento is a high priority. (Wood)						
PN 1560-1987	Advanced Study	Advanced Study	English, selections in other modern languages.	No restrictions. Emphasis is on the 19th and 20th centuries.	No restrictions. Emphasis is on the United States, Europe, and Latin America.	Emphasis is on monographs and journals. Slides, videocassettes, and audiocassettes are also collected.
Drama.						
Degrees/Programs/Clientele supported: Drama (Minor, B.A., Certificate, Teaching Credential in English/Drama, M.A.). Music students and members of theater groups in the Sacramento community. Comments: (Snow)						
PN 1990-1992.9	Advanced Study	Advanced Study	English	Emphasis is on the 20th century with representative examples of all periods for speech.	Emphasis is on the English-speaking world; selective coverage of other geographical areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Radio Broadcasts. Television Broadcasts.						
Degrees/Programs/Clientele supported: Communication Studies (Minor, B.A., M.A.). Comments: Communication Studies is an interdisciplinary program which offers a diversity of classes in such new fields as cable TV, telecommunication, communication law, teleconferencing, etc. See also HE 8690-8699, radio and television broadcasting, and TK 6570, B7, radio engineering. (Wood)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
PN 1993-1999 Motion Pictures.	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request. (Wood)
Degrees/Programs/Clientele supported: Film Studies (Minor). Courses in art, communication studies, drama, English, French, Italian, and the humanities. Comments: This area is being used by students in film classes and for recreational reading.						
PN 2000-3307 Theater.	Advanced Study	Advanced Study	English, selections in other modern languages.	No restrictions. Emphasis is on the 19th and 20th centuries.	No restrictions. Emphasis is on the United States, Europe, and Latin America.	Emphasis is on monographs and journals. Slides, videocassettes, and audiocassettes are also collected. (Snow)
Degrees/Programs/Clientele supported: Drama (Minor, B.A., Certificate, Teaching Credential in English/Drama, M.A.). Music students and members of theater groups in the Sacramento community. Comments:						
PN 3311-4500 Prose. Oratory. Letters. Essays.	Advanced Study	Advanced Study	English	No restrictions.	Emphasis is on English-speaking countries with foreign countries collected selectively.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request. (Wood)
Degrees/Programs/Clientele supported: English (Minor, B.A., Certificate, Teaching Credential, M.A. - especially Creative Writing). Communication Studies (Minor, B.A., M.A.). Relevant courses in foreign languages. Comments: Collection emphasizes materials on writing novels, science fiction, short stories, mysteries, etc. PN 4001-4355, oratory, elocution, etc., supports courses in communication studies.						
PN 4699-5650 Journalism.	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	No restrictions.	Emphasis on monographs and periodicals. (Wood)
Degrees/Programs/Clientele supported: Journalism (Minor, B.A.). Comments: Journalism has become a major branch of mass communications. Materials on new forms of communication (such as film, radio, television, and video), social needs, freedom of the press, automated and computerized systems of information transfer are all important and relevant to the study of journalism. Journalism majors may specialize in general or government journalism.						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
PN 6010-6790	Basic	Basic	English, selections in other modern languages.	No restrictions.	No restrictions.	Emphasis on monographs and periodicals.
Collections: General. Quotations. Poetry. Drama. Orations. Letters. Essays. Wit. Humor. Satire. Anacreontic Literature. Proverbs.						
Degrees/Programs/Clientele supported: Relevant courses in English, drama, communication studies, journalism, and foreign languages.						
Comments: (Wood, Snow)						
PQ 1-3999	Advanced Study	Advanced Study	French. English. (Translations with criticism and secondary sources primarily in English).	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on France with other French-speaking areas collected selectively.	Emphasis is on monographs and periodicals.
Literature: French.						
Degrees/Programs/Clientele supported: French (Minor, B.A., Teaching Credential, M.A.).						
Comments: The Foreign Languages Department offers courses in French language, literature, and culture. French philology and language is classed in PC 2001-3761. (Snow)						
PQ 4001-5999	Initial Study	Initial Study	Italian. English. (Translations with criticism and secondary sources primarily in English).	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Italy.	Emphasis is on monographs and periodicals.
Literature: Italian.						
Degrees/Programs/Clientele supported: Italian (Minor, Special Major).						
Comments: The Foreign Languages Department offers courses in Italian language, literature, and culture. Italian philology and language is classed in PC 1001-1984. (Snow)						
PQ 6001-8929	Advanced Study	Advanced Study	Spanish. English. (Translations with criticism and secondary sources primarily in English).	No restrictions. Emphasis on the 19th and 20th centuries.	Emphasis is on Spain and Latin American countries.	Emphasis is on monographs and periodicals.
Literature: Spanish.						
Degrees/Programs/Clientele supported: Spanish (Minor, B.A., Teaching Credential, M.A.).						
Comments: The Foreign Languages Department offers courses in Spanish language, literature, and culture. Spanish philology and language is classed in PC 4001-4977. (Snow)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
PQ 9000-9999 Literature: Portuguese.	Initial Study	Initial Study	Portuguese. English. (Translations with criticism and secondary sources primarily in English).	Emphasis on the 19th and 20th centuries.	Emphasis is on Portugal and Brazil.	Emphasis is on monographs and periodicals.
Degrees/Programs/Clientele supported: Portuguese (Minor). Comments: The Foreign Languages Department offers courses in Portuguese language, literature, and culture. Portuguese philology and language is classed in PC 5001-5498. (Snow)						
PR PS Literature: English. American.	Advanced Study	Advanced Study	English; works in Old English, Middle, or Early Modern are collected as necessary, as are works in American dialects in American literature.	Anglo-Saxon period to date for English literature. Colonial period to date for American literature.	Primary emphasis is on Great Britain and the United States, with secondary emphasis on other English-speaking countries. Foreign countries selectively.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: English (Minor, B.A., Certificate, Teaching Credential, M.A.). General Education Program requirements and recreational reading. Comments: Modern English and American literature are probably the major recreational reading subjects in the library. In response to the demand in this area, a browsing collection of current popular fiction and non-fiction sellers and high-demand books of an academic nature has been arranged on the main floor. (See PN 1-1551 for additional notes applicable to the PR and PS classifications). (Wood)						
PT 1-4897 Literature: German.	Advanced Study	Advanced Study	German. English.	No restrictions.	Austria. Germany. German-speaking areas of the world. Switzerland.	Emphasis is on monographs and serials.
Degrees/Programs/Clientele supported: German (Minor, B.A., Teaching Credential, M.A.). Comments: The Foreign Languages Department offers courses in German language, literature, and culture. Selected English translations of prominent writers are collected. German language studies are classed in PF 3001-5999. (Trujillo)						
PT 5001-9999 Literature: Dutch. Flemish. Afrikaans. Icelandic. Faroese. Danish. Norwegian. Swedish Literature.	Basic	Basic	English	No restrictions.	Belgium. Denmark. Iceland. Netherlands. Norway. South Africa. Sweden.	Emphasis is on monographs and dictionaries.
Degrees/Programs/Clientele supported: Relevant courses in foreign languages. Comments: Selected English translations of prominent writers are collected. Language studies for the languages noted are classed in PF 1-1558. (Wood)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
PZ Linguistics and Communication: Bibliographies. Indexes. Abstracts.	Advanced Study	Advanced Study	English	No restrictions.	No restrictions, emphasis on the United States.	Emphasis is on serials and services.
Degrees/Programs/Clientele supported: Undergraduate and graduate courses in English, communication studies, foreign languages, and the social sciences generally. Comments: Primarily a collection of the major indexing, abstracting, and reference works for linguistics and communication studies. (Beelick, Wood, Snow)						
Q 1-161.9 Science: Societies. Museums. Collected Works. Expeditions. Encyclopedias. Dictionaries. History of Science. Women in Science. Biography. Science as a Profession. Textbooks.	Advanced Study	Advanced Study	English	No restrictions.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis is on monographs, serials, indexes, abstracts, encyclopedias, directories, and dictionaries. Limited number of microforms and government publications.
Degrees/Programs/Clientele supported: Primarily undergraduate and graduate courses in the physical and biological sciences. Other programs requiring research or general information. Comments: All relevant English language publications pertaining to the subjects noted are selected. Special collecting emphasis on history of science, biographical works on women scientists, and minorities in science, e.g., Afro-Americans. History of science limited to works with a broad scope; extremely specialized studies generally are not selected. (Charlton, Heaser, Kramer, Metzger)						
Q 162-173 Science: Popular Works. Juvenile. Recreations. Addresses. Special Topics: Chaotic Behavior in Systems. Miscellany and Curiosa.	Basic	Basic	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis is on monographs.
Degrees/Programs/Clientele supported: Relevant courses in all CSUS programs and the science-oriented recreational reading interests of the campus community. Comments: Collection includes mainly books of general interest and recreational reading. Selection is limited to better popular works in science. Not included are materials appropriate for the Juvenile Collection. Juvenile works are selected by education librarians and shelved in a separate collection. Special topics, non-linear dynamical systems, and chaos (Q 172.5 C45) are collected at the research level for Physics Department faculty. See also QC 173.4 O73, order-disorder models. (Charlton, Heaser, Kramer, Metzger)						
Q 174-227 Science: Philosophy. Ethics. Nomenclature. Research Methods. Astronautics in Science. Study and Teaching. Instruments and Apparatus. Handbooks, Tables, Formulas.	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on the United States, Great Britain, and Western Europe; other countries selectively.	Emphasis is on monographs and treatises.
Degrees/Programs/Clientele supported: Courses in the philosophy of science, scientific instrumentation, and research methods. Scientific research methodology required for most undergraduate and graduate programs in science and engineering. Comments: Collecting emphasis on the study and teaching of science reflects national concern to improve quality of science education (coordinated with the selectors of education materials). Basic level collection in philosophy of science is appropriate to support the few courses in this subject. Elementary and high school teachers and students in the local community heavily use books on scientific experiments and projects. (Charlton, Heaser, Kramer, Metzger)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
Q 295-387.9	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
System Theory. Cybernetics. Artificial Intelligence. Information Theory.						
Degrees/Programs/Clientele supported: Business Administration (B.S., M.B.A., M.S. - Management and Management Information Systems). Undergraduate and graduate courses in computer science, engineering, and psychology. Comments: Cybernetics and information theory collections have been upgraded to the advanced study level to support the undergraduate and graduate courses noted. See philosophy of science (Q 175), systems analysis (QA 402), fuzzy sets (QA 248), technological forecasting (T 174), organization theory (HD 31), social change (HM 101) for related information. (Charlton, Budge, Frost, Kramer, Metzger)						
QA 1-74	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United States, Great Britain, and Western Europe; other countries selectively.	Primarily monographs, serials, indexes, and abstracts are collected. The mathematics online database is available.
Mathematics: Collected Works. Dictionaries. Encyclopedias. Philosophy. Logic. Study and Teaching. History. Biography. Handbooks. Tables. Instruments. Machines.						
Degrees/Programs/Clientele supported: Mathematics and Statistics (Minor, B.A., Teaching Credential, M.A.). Courses in engineering, education, philosophy (logic), and the sciences and social sciences generally. Comments: We endeavor to collect all the major English language mathematics reference works. Historical works are selected when available. Study and teaching of mathematics is being upgraded to support curriculum emphasis on training teachers of mathematics in elementary and secondary schools. Selectors of education materials share collection development responsibilities. (Charlton, Ronayne)						
QA 75 - 76.95	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	United States. Japan. (Japanese publications are important for robotics and microchip developments.)	Emphasis is on monographs, journals, and conferences. We collect computer graphics publications on videocassettes.
Mathematics: Computers. Computer Science. Data Processing. Programming. Programming Languages. Computer Software. Special Computers.						
Degrees/Programs/Clientele supported: Computer Science (Minor, Certificate, B.A., B.S., double major in Math/Computer Science, M.S.). Engineering/Computer Engineering (B.S.). Courses generally in business, education, science, and the social sciences. Comments: The B.S. program specializes in database, graphics/CAD/CAM, numerical computation, software engineering, and systems software. The M.S. in software engineering specializes in applications and computer systems. Other areas of concentration include artificial intelligence, computer architecture, mathematical applications, and robotics. We have blanket subscriptions to all ACM and IEEE journals. The collection needs better coverage of conference proceedings, especially from the ACM and IEEE. For applications in other subjects see appropriate call numbers, i.e., QA 267-2v3 (machine theory) and TK 7885-7895 (computer engineering). (Metzger)						

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	PRESENT	DESIRED				
QA 77-99	Basic	Basic	English	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Primarily monographs are collected.
Mathematics: Geometrical Instruments. Graphic Methods. Nomography. Popular Works. Recreations. Miscellany.						
Degrees/Programs/Clientele supported: Mathematics and Statistics (Minor, B.A., Teaching Credential, M.A.). Mathematical general interest reading of the campus community. Comments: Primary use of this collection is for general interest and recreational reading. (Charlton)						
QA 101-145	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Mathematics: Elementary Mathematics. Arithmetic.						
Degrees/Programs/Clientele supported: Education - Teacher Education (Teaching Credential - Mathematics, Certificate in Mathematics Education). Local teachers and students upgrading mathematical skills to qualify for CSUS entry-level mathematics examination. Comments: This collection is being expanded in support of current curriculum emphasis on training teachers of mathematics in elementary and secondary schools. Collecting is coordinated with the selectors of education materials. (Charlton, Ronayne)						
QA 150-299.4	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, Great Britain, and Western Europe; other countries selectively.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Mathematics - Algebra: Combinatorics. Theory of Equations. Number Theory. Machine and Game Theory. Probabilities. Stochastic Processes. Statistics. Numerical Analysis.						
Degrees/Programs/Clientele supported: Mathematics and Statistics (Minor, B.A., Teaching Credential, M.A. - a degree program in statistical computation is being proposed). General Education Program and courses in biology, nursing, speech pathology, computer science, and engineering. Comments: Collecting should de-emphasize the theory of equations (old classical mathematics) and emphasize new areas of analytic number and machine theory. Special faculty interest in sampling theory, mathematical or statistical modeling, C* algebra and graph theory. Course on combinatorics supports computer science. We select some materials in applied mathematics and statistics for library users from federal, state, and county agencies. Related collections in HA 1-173 (statistics). (Charlton)						

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	PRESENT	DESIRED				
QA 299.6-433	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Mathematics - Analysis: Calculus. Functional Analysis. Theory of Functions. Differential Equations. Analytical Methods.						
Degrees/Programs/Clientele supported: Mathematics and Statistics (Minor, B.A., Teaching Credential, M.A.). Courses in chemistry, physics, computer science, engineering, and premedical degrees and programs. Comments: Research collection supporting operator theory (QA 329+) has been de-emphasized to the advanced study level. Emphasize dynamical systems relative to differential equations. Calculus should be collected at the basic level. Calculus is a required course for most science degrees and differential equations for physics, civil, and mechanical engineering majors. (Charlton)						
QA 440-699	Initial Study	Initial Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Mathematics - Geometry: Elementary. Plane. Solid. Descriptive. Trigonometry. Analytic and Algebraic Geometry. Topology. Infinitesimal and Differential Geometry.						
Degrees/Programs/Clientele supported: Mathematics and Statistics (Minor, B.A., Teaching Credential, M.A.). Courses for elementary and secondary teaching and civil engineering. Comments: Plane geometry has been upgraded to the initial study level. Descriptive geometry, trigonometry, and analytic geometry remain at the initial study level. Point-set topology is collected at the research level to support faculty research. Differentiable dynamic systems (QA 614.8) and minimal surface theory (QA 644) emphasis to support faculty interest. (Charlton)						
QA 801-939	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on treatises, monographs, periodicals, and highly recommended textbooks.
Mathematics: Analytic Mechanics - Statics, Kinematics, Dynamics. Mechanics of Deformable Bodies - Fluid Mechanics and Dynamics. Elasticity.						
Degrees/Programs/Clientele supported: Mathematics and Statistics (Minor, B.A., M.A.). Engineering-Electrical, Civil, and Mechanical (B.S., M.S.). Physics (Minor, B.A., B.S.). Comments: Collection limited to materials suitable for engineering applications and physics. Related materials in QC 120-168 (descriptive and experimental mechanics) and TA 349-360 (applied mechanics). (Charlton, Kramer)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QB	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United States, selective coverage of other countries and areas.	Primarily monographs and periodicals. Serials if applicable. Charts, atlases, maps, encyclopedias, handbooks, compendiums, and government publications.
Astronomy: Ephemerides. History. Instruments. Practical and Spherical Astronomy. Geodesy. Theoretical Astronomy. Celestial Mechanics. Astrophysics. Descriptive Astronomy. Cosmogony. Cosmology.						
Degrees/Programs/Clientele supported: Astronomy (Minor). Physics/Physical Science (Minor, B.A., B.S., Teaching Credential). General Education Program, amateur astronomers, and the recreational reading of patrons interested in astronomy and space exploration.						
Comments: Collection has been upgraded to support a minor in astronomy. Emphasis on stars, galaxies, cosmology, the solar system, and space exploration. Books for the layman and non-research monographs in all areas of astronomy are collected.						
(Charlton)						
QC 1-75	Initial Study	Initial Study	English, other language material selectively.	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions.	Emphasis on monographs, serials, periodicals, and reference tools. Some microforms are selected for backfiles of periodicals and government publications. The online database, INSPEC, is available.
Physics: Dictionaries. Encyclopedias. Philosophy. History. Biography. Mathematical Physics. General Works and Textbooks. Popular Works. Study and Teaching. Instruments. Force and Energy.						
Degrees/Programs/Clientele supported: Physics/Physical Science (Minor, B.A., B.S., Teaching Credential). Courses for the General Education Program, engineering, premed, biology, and the Liberal Studies Teaching Credential. General interest reading of the campus community.						
Comments: A limited number of textbooks are selected to supplement class textbooks. Emphasis on study and teaching of physics to support training of teachers in physics and the sciences in elementary and secondary schools. Layman-oriented works suitable for non-physics majors are collected as introductions to physics and for popular reading. Emphasis on history and philosophy of physics. Mathematical (computational) physics (QC20+) is collected at the advanced study level to support faculty research in the basic and applied theoretical physics program. Energy and related materials are collected at the research level (see also QC 251+). The Physics Department has proposed to offer a M.S. degree.						
(Charlton)						
QC 81-114	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on monographs, tables, and handbooks. Government publications, especially United States National Bureau of Standards, are important.
Physics: Weights and Measures.						
Degrees/Programs/Clientele supported: Physics/Physical Science (Minor, B.A., B.S., Teaching Credential). All CSUS science and technical courses requiring data, standards, or conversions of weights and measures.						
Comments:						
(Charlton)						

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	PRESENT	DESIRED				
QC 120-168.9	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	No restrictions.
Physics - Descriptive and Experimental Mechanics: Dynamics. Fluids and Fluid Mechanics - Hydrostatics, Hydrodynamics, Gases, Pneumatics, Gas Dynamics.						
Degrees/Programs/Clientele supported: Physics/Physical Science (Minor, B.A., B.S.). Engineering - Civil (B.S., M.S.). Engineering faculty interest in fluids and fluid mechanics. Comments: Selective coverage of higher level materials which directly support physics and engineering faculty research and provide current awareness. Related material in QC 73 + (force and energy), QC 176 + (solid state physics), and TA 349-360 (applied mechanics). (Charlton)						
QC 170-199	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	No restrictions.
Physics - Atomic Physics and Constitution and Properties of Matter: Constitution of Matter and Antimatter (Order-Disorder Models). Relativity. Field Theories. Quantum Theory and Mechanics. Statistical Physics. Kinetic Theory of Gases and Liquids. Superfluid Physics. Solid State Physics. Special Properties of Matter and Antimatter.						
Degrees/Programs/Clientele supported: Physics/Physical Science (Minor, B.A., B.S.). Faculty research in instrumentation and the basic and applied physics programs. Comments: To support faculty theoretical and atomic research and experimental and study projects, the following subjects are collected at the research level: nonlinear dynamical systems and chaos (QC173.4 O73 - order/disorder models and Q172.5 C45 - chaotic behavior in systems), quantum theory, foundations of statistical physics, and quantum measurement and theory. Also, emphasis on condensed matter, solids, viscosity, and kinetic theory of gases to support faculty research. (Charlton)						
QC 220-246	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	No restrictions.
Physics - Acoustics and Sound: General Works. Laboratories. Instruments and Apparatus. Special Topics - Kinematics, Vibrations, Sound Waves, etc.						
Degrees/Programs/Clientele supported: Physics/Physical Science (Minor, B.A., B.S., Teaching Credential). Courses in engineering and speech pathology and audiology. Comments: The department has an anechoic chamber in which faculty laboratory research related to acoustics is conducted in music, bioacoustics, and related subjects. Acoustics and musical acoustics are collected at the research level. See ML 3805 + (music acoustics), QP 460 + (bioacoustics), and TK5981 + (electroacoustics) for related material. (Charlton, Heaser, Kramer)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QC 251-338.9	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	No restrictions.
Physics - Heat: General Works. Thermometry. Calorimetry. Change of State. Thermodynamics. Heat Transfer.						
Degrees/Programs/Clientele supported: Physics/Physical Science (Minor, B.A., B.S., Teaching Credential). Courses for B.S. and M.S. in engineering. Active physics and engineering faculty research in thermodynamics, solar, and alternative energy. Comments: Thermometry and calorimetry are collected at the initial study level. Thermodynamics and heat transfer, especially solar-related, are collected at the research level to support faculty research. Emphasis on works that support student design and research projects. Collection is weak in coverage of conference and symposium proceedings. (Charlton)						
QC 350-496.9	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	No restrictions.
Physics - Optics and Light: General Works. Instruments and Apparatus. Geometrical and Physical Optics. Spectroscopy. Radiation Physics. Color.						
Degrees/Programs/Clientele supported: Physics/Physical Science (Minor, B.A., B.S., Teaching Credential). Physics faculty research in optics and chemistry faculty research in spectroscopy. Courses in chemistry, engineering, and art. Comments: Collections in optics, holography, spectroscopy, infrared physics, and anemometry (areas of faculty research) are being upgraded to the research level. Materials in spectroscopy primarily support programs and research in chemistry. See QD 95+ for related material. Color is a small but increasingly important area of optics. In order to support physics faculty research, quantum optics, optics, photonics, and nonlinear optics are collected at the research level. (Charlton)						
QC 801-999	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Emphasis on the United States, selective coverage of other countries and areas.	No restrictions. Government publications are a particularly useful resource for climatological studies.
Physics: Geophysics. Geomagnetism. Meteorology.						
Degrees/Programs/Clientele supported: Physics/Physical Science (Minor, B.A., B.S., Teaching Credential). Basic courses in geology, geography, environmental studies, and engineering. Comments: Some areas of geomagnetism and atmospheric physics are being upgraded to the advanced study level. Retrospective and current statistics are important for climatological studies related to solar engineering and physics. Collection development responsibilities shared with selectors of materials for geography, geology, environmental studies, and engineering. (Charlton, Kristie, Metzger, Kramer)						

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	PRESENT	DESIRED				
QD 1-69 Chemistry: General Works. History. Alchemy. Study and Teaching. Instruments and Apparatus.	Initial Study	Initial Study	English, other language material selectively.	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on: monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Chemistry (Minor, B.A., B.S., M.S.). Courses in biology, engineering, physics, general education, forensic science, nursing, and premedical programs. Comments: Emphasis on abstracts (the primary research tool, "Chemical Abstracts", lacks the 12th Collective Index cumulating ten indexes from 1987-91), indexes, reference books, recommended textbooks, and layman-oriented works for non-chemistry majors. Faculty interest in history of chemistry and computer applications in chemistry. (Charlton)						
QD 71-145 Chemistry: Analytical.	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Chemistry (Minor, B.A., B.S., M.S.). Courses in physics, biology, forensic science, nursing, premedical programs. Employees of state and county agencies and local analytical laboratories. Comments: Areas of student and faculty research that justify research level coverage are: (1) applications and separation techniques using gas and liquid chromatography; (2) atomic absorption, magnetic resonance, mass, GC-mass, infrared, and Raman spectroscopy. Departmental instrumentation is extensive and includes most of the above instrumentation. Related material in QC 450+ (spectroscopy). (Charlton)						
QD 146-199 Chemistry: Inorganic.	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Chemistry (Minor, B.A., B.S., M.S.). Courses in biology, engineering, physics, general education, forensic science, health and safety, liberal studies, nursing, and premedical programs. Comments: Collection supports synthesis and characterization of inorganic compounds covering elements in all areas of the periodic table. Emphasis on organometallic compounds, transition metal complexes, and bio-inorganic model compounds. Also, synthesis and reaction mechanisms for the above classes of compounds. Collection lacks current subscriptions to some important journals and "Omelin", a major research tool. Other subjects related to inorganic chemistry are classed in QP 531+ (bio-inorganic chemistry). Active faculty research in bio-inorganic chemistry. (Charlton)						

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	PRESENT	DESIRED				
QD 241-449 Chemistry: Organic.	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Cientele supported: Chemistry (Minor, B.A., B.S., M.S. - concentration in biochemistry). Courses in biology, physics, environmental studies, forensic science, general education, nursing, premedical programs. Comments: Collection development supports synthesis, characterization, and reactions of organic compounds from low molecular weight to polymers. Emphasis on reactions and mechanisms of classes of compounds, stereochemistry, and molecular modelling. Research level support is given to heterocyclic synthesis, molecular modelling, and polymers. Department has a Polymer Research Institute. Collection lacks subscription to "Beilstein", a primary research tool for organic chemistry, and the "Sadler Standard Spectra" series. Journal coverage is minimum - lack current subscriptions to some journals critical to areas of active faculty research. See TP class for chemical technology. Other classifications related to organic chemistry are QP 501-981 (biochemistry), QK 861 + (phytochemistry), RA 1957 (forensic chemistry), RB (clinical chemistry), and RS 380 (pharmaceutical chemistry). (Charlton)						
QD 450-731 Chemistry: Physical and Theoretical.	Advanced Study	Advanced Study	English, other language material selectively.	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Cientele supported: Chemistry (Minor, B.A., B.S., M.S.). Courses in physics and engineering. Comments: Emphasis in kinetics, thermodynamics, quantum mechanics, and computer methods. Lack current subscription to "Landolt-Bornstein", a basic data series. (Charlton)						
QD 901-999 Chemistry: Crystallography.	Initial Study	Initial Study	English, other language material selectively.	20th century. No time restrictions for historical, biographical, and philosophical works.	Emphasis on the United states, Great Britain, and Western Europe; other countries selectively.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Cientele supported: Chemistry (Minor, B.A., B.S., M.S.). Courses in engineering, physics, and geology. Comments: In this subject field the library subscribes to series important to inorganic chemistry: "Structure Reports" published by the International Centre for Crystallography and the inorganic series of the "X-ray Powder Diffraction File" published by the International Centre for Diffraction Standards. (Charlton)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QE Geology.	Advanced Study	Advanced Study	English, other language material selectively.	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions.	Primary emphasis is on monographs, journals, and government publications. Select some audiovisual materials (particularly slides), videodiscs, field trip guidebooks, geological atlases, and maps.
Degrees/Programs/Clientele supported: Geology (Minor, B.A., B.S.). Courses in civil (geotechnical) engineering, General Education Program, geography, the biological sciences (paleozoology and paleobotany, QE 701-996 - biological sciences faculty research in paleobotany), environmental studies, and anthropology (primate paleontology). Comments: Geology B.A. emphasizes environmental, geologic, and hydrogeologic specialties; the B.S. prepares students for graduate studies. The Library Map Room has U.S.G.S. topographic maps for California, Oregon, and Nevada plus selected tectonic, seismic, and other geologic maps and atlases. Government documents are an extremely important resource for this subject as are society publications (GSA, AGU, AAPG, SEPM, etc.). The library has subscriptions to the major earth science indexes and indexes to government report series. Collection development responsibilities shared with selectors of materials for biological sciences, geography, environmental studies, and anthropology. (Kramer, Heaser, Kristie, Metzger, Frost)						
QH 1-72 Natural History: Collected Works. Dictionaries. Encyclopedias. History. Biography. General Works. Textbooks. Study and Teaching. Museums.	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential, Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Courses in geology, geography, history, and the General Education Program. General interest reading. Comments: In addition to general reference materials, series, and biographical works, the collection includes popular and pictorial works. Emphasis on study of teaching techniques for sciences, especially for non-majors interested in primary or secondary teaching. (Heaser, Metzger)						
QH 75-89 Natural History: Nature Conservation. Landscape Protection. Endangered Species. Habitat Conservation - Natural Areas, Nature Reserves, Wilderness Areas. Biogeography.	Initial Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in geography, geology, and the General Education Program. General interest reading. Comments: Emphasis on ecology, environmental issues, and conservation biogeography. See QH 101-199 for natural history by geographic regions. (Heaser, Metzger)						

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	PRESENT	DESIRED				
QH 90-100 Natural History: Water. Aquatic Biology. Marine Biology. Freshwater Biology. Limnology.	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in geography and civil engineering (water). General interest reading. Comments: (Heaser, Metzger)						
QH 101-199.9 Natural History by Geographic Regions.	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in geography and the General Education Program. General interest reading. Comments: See QH 75-89 (general natural history) for related materials. Emphasis on works pertaining to environmentally sensitive geographic areas. (Heaser, Metzger)						
QH 201-278.9 Biology: Microscopy - General Works, Microscopes, Preparation and Mounting of Objects.	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	Emphasis on North America and Europe.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Courses in chemistry, geology, criminal justice, nursing, and environmental studies. Comments: (Heaser)						
QH 301-323.5 Biology: Collected Works. Dictionaries. Encyclopedias. History. Textbooks. Popular Works. Study and Teaching. Biometry. Biomathematics.	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	Emphasis on North America and Europe.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. Teaching Credential, M.S.). Courses in nursing, social work, and health and safety education related to biomathematics. Comments: Emphasis on teaching techniques for obtaining teaching credentials. (Heaser)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QH 324-352	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	Emphasis on North America and Europe.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Biology: Methods of Research. Technique. Origin of Life. Space Biology. Philosophy of Biology. Nature of life. General Biochemistry of Plants and Animals. Population Biology.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., Teaching Credential, M.S.). Courses in environmental studies, nursing, chemistry, and the General Education Program. General interest and recreational reading. Comments:						
(Heaser, Metzger)						
QH 359-425	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Biology: Evolution - History, Works of Darwin, Popular Works, General Plant and Animal Evolution.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., Teaching Credential, M.S.). Anthropology (Minor, B.A., M.A.). Environmental Studies (Minor, B.A.). Graduate and undergraduate courses in the sciences and social sciences. General interest reading. Comments: Biological Sciences and anthropology emphasis on human evolution, origins of life, and cladistics (phylogenetic classification). For human evolution see QN 281-289.2. Particular plants are classed in QK or SB and animals in QL or SF.						
(Heaser, Frost, Metzger)						
QH 426-531	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Biology: Genetics.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Undergraduate and graduate courses in chemistry and nursing. Comments: Concentration in molecular biology (QH 506); also curriculum emphasis on genetic engineering and microbial and biochemical genetics.						
(Heaser)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QH 540-549.9	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Biology: Ecology - Collected Works, Dictionaries, Encyclopedias, Popular Works, By Type of Environment, Textbooks, Special Topics, i.e., Air Pollution, etc.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in engineering, chemistry, geography, and geology. General interest reading. Comments: Heightened interest both theoretical and applied, justifies increasing collection emphasis in ecology, forestry issues, biological conservation, environmental issues, e.g., pollution. For deforestation see SB 418. (Heaser, Metzger)						
QH 573-705	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Biology: Cytology.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., Teaching Credential, M.S. - concentrations in clinical laboratory technology and molecular biology). Courses in chemistry. Comments: (Heaser)						
QK 1-100	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Botany: Encyclopedias. Dictionaries. History. Biography. General Works. Popular Works. Research. Herbariums. Classification.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentration in biological conservation; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Courses in environmental studies and geography. General interest reading. Comments: (Heaser, Metzger)						
QK 101-474.5	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Botany: Geographical Distribution. Phytogeography - General Works and Topographical Division.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentration in biological conservation; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Courses in environmental studies and geography. General interest reading. Comments: Emphasis on semi-arid and arid regions, especially California and Western United States. Global concerns of deforestation, rainforests, effects of all types of pollution are collected. (Heaser, Metzger)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QK 474.8-638 Botany: Spermatophyta and Phanerogams - Trees, Shrubs, Gymnosperms, Angiosperms. Cryptogams - Pteridophyta (Ferns, etc.), Bryophyta (Mosses, Liverworts, Hornworts). Algae. Lichens. Fungi.	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentration in biological conservation; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Courses in environmental studies and geography. General interest reading. Comments: Emphasis on California and Western United States. Global concerns of deforestation, rainforests, and effects of all types of pollution are collected. (Heaser, Metzger)						
QK 640-899 Plant Anatomy. Plant Physiology and Phytochemistry.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentration in biological conservation; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Courses in chemistry and environmental studies. Comments: (Heaser, Metzger, Charlton)						
QK 900-989 Plant Ecology.	Advanced Study	Advanced Study	English, other language material selectively.	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentration in biological conservation; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Courses in geography. General interest reading. Comments: Plant ecology is emphasized in courses in the biological sciences and environmental studies programs. Worldwide ecological problems, deforestation, pollution, wildlands, and wetlands require additional support. (Heaser, Metzger)						
QL 1-355 Zoology: Encyclopedias. Dictionaries. History. Textbooks. Popular Works. Study and Teaching. Collecting and Preservation. Endangered Animals. Geographical Distribution. Classification. Nomenclature.	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in geography and the General Education Program. General interest reading. Comments: (Heaser, Metzger)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QL 360-601	Initial Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Zoology - Invertebrates: Protozoa. Porifera. Coleoptera. Echinodermata. Brachiopoda. Bryozoa. Mollusca. Arthropoda - Crustacea, Myriapoda, Arachnida, Insects.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in geography and the General Education Program. General interest reading. Comments: Collecting on the advanced study level parallels faculty research interests and supports the M.S. concentration in biological conservation. (Heaser, Metzger)						
QL 605-669	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Zoology - Chordates and Vertebrates: General Works. Popular Works. Dictionaries. Encyclopedias. Geographical Distribution. Classification. Fishes. Reptiles. Amphibians.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in geography and the General Education Program. General interest reading. Comments: (Heaser, Metzger)						
QL 671-699	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Zoology - Chordates and Vertebrates: Birds.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in geography and the General Education Program. General interest reading. Comments: (Heaser, Metzger)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QL 700-739.9	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Zoology - Chordates and Vertebrates: Mammals.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in geography and the General Education Program. General interest reading. Comments: Faculty research concerning mammals of California and the Western United States. (Heaser, Metzger)						
QL 750-795	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Zoology: Animal Behavior.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Psychology (Minor, Certificate, B.A., M.A.). Environmental Studies (Minor, B.A.). Courses in geography and the General Education Program. General interest reading. Comments: Some sections of this collection support research in experimental psychology. The Psychology Department has animal and human research laboratories and primate behavior is an area of study. (Heaser, Metzger, Frost)						
QL 799	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Zoology - Morphology: Animals.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; Certificate in "Issues in Natural Resources Management"; M.S. - concentration in biological conservation). Environmental Studies (Minor, B.A.). Courses in geography and the General Education Program. General interest reading. Comments: (Heaser, Metzger)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QL 801-950.9	Initial Study	Initial Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Zoology: Anatomy - General Works on comparative anatomy and the anatomy of special organs.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; M.S. - concentration in biological conservation). Premedical Program. Courses in nursing, psychology, and the General Education Program. Comments: The Premedical Program prepares students for dental, medical, veterinary, etc., school, so undergraduate teaching emphasis is on anatomy and physiology. See QM for human anatomy and QL (systematic division above) for the anatomy of specific animals. (Heaser)						
QL 951-991	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Zoology: Embryology.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentrations in biological conservation, clinical laboratory technology, microbiology, and molecular biology; Teaching Credential; M.S. - concentration in biological conservation). Premedical Program. Courses in nursing and the General Education Program. Comments: Collection supports faculty interest and research in embryology. See QM 601-691 for human embryology. (Heaser)						
QM 1-549	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Human Anatomy: General Works. Dissection. Musculoskeletal System. Regional Anatomy.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., Teaching Credential, M.S.). Speech Pathology and Audiology (B.S., M.S.). Nursing (B.S., M.S.). Engineering-Biomedical (M.S.). Premedical Program. Courses in psychology, anthropology (physical), forensic science, physics, and physical education. Comments: A heavily used collection due to the many undergraduate and graduate programs that require human anatomy and physiology. Collecting emphasis supports speech pathology and audiology - QM 541-571 (nervous system), QM 501-511 (sense organs), and QM 531-543 (head, neck, and trunk). Collecting at the research level supports faculty research on specific topics, e.g., brain. (Heaser)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QM 550-577.9	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Human Anatomy: Human and Comparative Histology.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., Teaching Credential, M.S. - concentrations in microbiology, clinical laboratory technology, and molecular biology). Premedical Program. Nursing (B.S., M.S.). Science courses concerned with the microscopic analysis of tissues. Comments:						(Heaser)
QM 601-695	Initial Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Human Anatomy: Human Embryology. Teratology.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S. - concentration in molecular biology, Teaching Credential, M.S.). Premedical Program. Environmental Studies (Minor, B.A.). Courses in nursing. Comments: Present collection does not fully support faculty research in human embryology; needs to be upgraded to the advanced study level. See QL 951-991 for zoological embryology.						(Heaser, Metzger)
QP 1-348	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Physiology: Human. Animal Life. Specific Physiological Systems.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., Teaching Credential, M.S.). Premedical Program. Nursing (B.S., M.S.). Engineering-Biomedical (M.S.). Speech Pathology and Audiology (Clinical Rehabilitative Services Credential, B.S., M.S.). Research needs of the Human Performance Lab in Physical Education. Comments: Faculty research in this subject area includes kinesiology and exercise physiology (cardiovascular system, heart, and muscles), and voice and speech physiology.						(Heaser, Van Auker)

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
QP 351-495	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Neurophysiology and Neuropsychology: Nervous System. Brain. Senses - Cutaneous, Taste, Smell, Hearing, Vision.			Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., Teaching Credential, M.S.). Premedical Program. Psychology (Minor, B.A., Certificate, M.A.). Speech Pathology and Audiology (B.S., Clinical Rehabilitative Services Credential, M.S.). Courses in gerontology, nursing, and chemistry. Comments: Collection emphasizes hearing and physiological acoustics to support faculty research in audiology; brain physiology to support psychology faculty research in neuropsychology. (Heaser, Frost, Van Auker)			
QP 501-981	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Physiology: Animal Biochemistry - General Works, Technique, Inorganic and Organic Substances. Experimental Pharmacology - Proteins, Amino Acids, Hormones, Enzymes, Carbohydrates, Vitamins.			Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., M.S. - concentrations in molecular biology, clinical laboratory technology, and microbiology). Chemistry (Minor, B.A., B.S., M.S. - biochemistry concentration). Premedical Program. Courses in nursing, nutrition, and aging. General interest reading. Comments: Collection emphasizes the structure and function relationship of enzymes and biotechnology techniques relating to molecular biology and enzymology. Books on techniques very important. Research level support for membrane proteins. Lack current subscriptions to some journals critical to areas of active faculty research, e.g., Journal of Membrane Biology, American Journal of Physiology, Biophysical Journal, Bioscience Reports, Molecular and Cellular Biochemistry, and Biochimica et Biophysica Acta. Related material classed in QD 241-449 (organic chemistry), RB (clinical chemistry), and RS 380 (pharmaceutical chemistry). Faculty research in bio-inorganic chemistry. (Heaser, Charlton, Ware)			
QR 1-502	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Microbiology: General Works. Technique. Bacteria. Microbial Ecology. Immunology. Vaccines. Pathogenic Microorganisms (by disease). Virology.			Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., M.S. - concentrations in microbiology, clinical laboratory technology, and molecular biology). Premedical Program. Courses in nursing, health and safety studies, and chemistry. Comments: Emphasis on concentration areas: microbiology, clinical laboratory technology, and molecular biology. Immunology to support faculty research. More journals and monographs needed to support these topics. (Heaser)			

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
R 1-920	Initial Study	Initial Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Medicine - General: History. Philosophy. Disease Related to Psychology - Terminal Care/Dying. Education. Biomedical Engineering.						
Degrees/Programs/Clientele supported: Nursing (B.S., Teaching Credential, M.S.). Engineering - Biomedical (M.S.). Graduate and undergraduate courses in the sciences, social sciences, and humanities. General interest reading.						
Comments: Biomedical engineering (R 856-857) is collected at the research level to support faculty research. The psychology of diseases, e.g., dying, is collected at the advanced study level to support courses in nursing, psychology, social work, and gerontology.						
					(Heaser, Frost, Ware, Kramer)	
RA 1-418.9	Initial Study	Initial Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Medicine and the State: Licensure. Regulation of Medical Practice. Medical Statistics, Economics, and Personnel. Medical Care Plans. Medicine and Society.						
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Credential, M.S.). Health and Safety Studies (Minor, B.S. - option in health care administration). Biological Sciences (Minor, B.A., B.S., M.S.). Social Work (Minor, B.A., M.S.W.). All courses requiring medical statistics, e.g., economics, health, nutrition, and business.						
Comments: Emphasis on health care funding and reorganization to support courses in social welfare, business, nursing, health and safety studies, and degree program in gerontology.						
					(Heaser, Ware, Lai)	
RA 421-638	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Public Health - General and by Geographic Region. Environmental Health - Sewage Disposal, Air Pollution, Water Supply. Food Supply. Sanitation. Parks, Beaches, etc. Immunization.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., and M.S. - concentrations in microbiology, clinical laboratory technology, and molecular biology). Health and Safety Studies (Minor, B.S.). All courses in the sciences and social sciences that incorporate these aspects of public health, e.g., environmental studies, chemistry, nursing, social work, etc.						
Comments: This is a heavily-used collection that directly supports degree programs and also provides broad interdisciplinary support, including environmental health, international public health (RA 441), and health education (RA 440.5).						
					(Heaser)	

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
RA 639-790.95	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Public Health: Transmission of Disease. Home and Emergency Medical Services. Epidemiology. Rural Health. Personal Health. Mental Health.						
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Credential, M.S.). Health and Safety Studies (Minor, B.S.). Biological Sciences (Minor, B.A., B.S. - concentration in microbiology, M.S.). Courses in psychology, social welfare, premedical program, and environmental studies. General interest reading. Comments: Collection development emphasizes the transmission (animal and human) of disease, epidemiology, and mental health. (Heaser)						
RA 791-1270	Advanced Study	Advanced Study	English, other language material selectively.	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Public Health: Medical Geography. Medical Centers. Hospitals. Clinics. Forensic Medicine. Legal Medicine. Toxicology.						
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Credential, M.S.). Criminal Justice (B.S. in Forensic Science). Health and Safety Studies (Minor, B.S. - option in health care administration). Courses in social work, chemistry, environmental studies, sociology, biological sciences, and gerontology. Comments: Topics noted comprise comprehensive collections supporting specific degrees such as forensic science or the M.S. in nursing. Toxicology is the core of many environmental and sociological issues, e.g., toxic effects of alcohol, drugs, and tobacco. Increasing emphasis on infectious diseases, health problems of children, poor, homeless. Option in health care administration is supported. (Heaser, Charlton)						
RB 1-214	Initial Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Pathology: Pathological Anatomy and Histology. Clinical. General. Laboratory Technique. Manifestations of Disease. Theories of Disease. Etiology.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., M.S. - concentration in clinical laboratory technology and microbiology). Nursing (B.S., M.S.). Premedical Program. Courses in chemistry, health and safety studies, and social work. Comments: Collecting emphasizes clinical laboratory techniques, hematology, plus the theory and etiology of diseases. These subject collections need to be upgraded to the advanced study level to more fully support graduate programs. (Heaser, Charlton)						

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
RC 1-320.9	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Internal Medicine. General reference works. Psychosomatic Medicine. Examination and Diagnosis including Radiography. Diseases - Chemically-Induced, Infectious, Parasitic, and Constitutional. Tumors and Cancers. Tuberculosis. Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., M.S. - concentration in clinical laboratory technology and microbiology). Nursing (B.S., M.S.). Premedical Program. Courses in chemistry, health and safety studies, and social work. General interest reading. Comments: This collection includes the general and specific aspects of all diseases. Specialized clinical research material is excluded. Emphasis is in infectious diseases to support the public health component in nursing, biological sciences, and the health and safety studies programs. Books that educate the layman about specific diseases, e.g., AIDS, cancer, herpes, T.B., etc., are also collected. (Heaser)						
RC 321-429	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). Nursing (B.S., School Nurse Credential, M.S.). Speech Pathology and Audiology (B.S. - Clinical Rehabilitative Services Credential, M.S.). Premedical Program. Health and Safety Studies (Minor, B.S.). Social Science (B.A., Credential, M.A.). Comments: Emphasis on RC 388 (cerebral palsy) and RC 385-6 (evoked potentials). Neurophysiological studies are important to all disciplines noted, see RJ's for pediatric neurology. Congenital malformations, epilepsy, multiple sclerosis, brain diseases, and speech pathologies are important. Physical therapy resources are collected in general and for the proposed degree (B.S.) in physical therapy. (Heaser, Frost)						
RC 435-580	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Psychiatry: Therapeutics. Psychotherapy. Hypnotism. Psychoanalysis. Psychoses. Neuroses. Personality Disorders - Sexual Problems, Drug Abuse, Suicide, Child Abuse. Mental Retardation. Degrees/Programs/Clientele supported: Psychology (Minor, B.A., Certificate, M.A.). Nursing (B.S., School Nurse Credential, M.S.). Health and Safety Studies (Minor, B.S.). Courses in the social sciences, social work, criminal justice, education, counselor education, and related programs. Comments: Emphasis on psychotherapy and analysis to support graduate study in psychology. More emphasis on research than clinical. Other emphasis on personnel and counseling psychology and behavior modification. Child abuse, domestic violence, substance abuse, and suicide are important subjects for all programs noted. RC 480 (psychotherapy) supports counselor education. (Heaser, Frost, Ronayne)						

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LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
RC 581-1285	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Diseases - Immunologic, Allergic, Nutritional, Metabolic, Blood, Endocrine, Cardiovascular, Respiratory, Digestive, Genitourinary, and Connective Tissue. Geriatrics. Sports Medicine.						
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Credential, M.S.). Gerontology (Minor, Certificate, B.S.). Health and Safety Studies (Minor, B.S.). Physical Education (Minor, B.S., M.A. - pre-therapy and biodynamic options). Speech Pathology and Audiology (B.S., Clinical Rehabilitative Services Credential, M.S.). Courses in social work, sociology, premedicine, biology, and chemistry. Comments: Emphasis on nutrition, metabolism, heart, blood vessels, geriatrics, human sexuality, nursing homes, sports medicine to support concentrations and special courses. Materials for general interest and personal health education are also collected. (Heaser, Van Auker, Ware, Frost)						
RD 1-811	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Surgery. Anesthesiology. Surgical Nursing. Fractures. Plastic Surgery. Transplantation of Organs. Prosthesis. Face, Lips, Palate, Spine, other Organs. Tumors and Orthopedic Surgery.						
Degrees/Programs/Clientele supported: Nursing (B.S., M.S.). Premedical Program. Speech Pathology and Audiology (B.S., Clinical Rehabilitative Services Credential, M.S.). Engineering-Biomedical (M.S.). Courses in physical education, gerontology, and health. Comments: Emphasis on surgical nursing, facial disorders, cleft lip and palate (speech pathology), prosthetics (biomedical), and orthopedics (physical education) necessary to support expanding graduate programs, and proposed Physical Therapy B.S. degree. (Heaser, Van Auker, Kramer)						
RE 1-994	Basic	Basic	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Ophthalmology. Diseases of the Eye. Diagnosis. Therapeutics. Vision Disorders. Refraction. Optometry. Eyeglasses.						
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Credential, M.S.). Speech Pathology and Audiology (B.S., M.S.). Premedical Program. General interest and health education. Comments: (Heaser)						

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	PRESENT	DESIRED				
RF 1-570	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Otorhinolaryngology: Otology - Diseases of the ear. Rhinology - Diseases of the Nose, Sinuses, and Nasopharynx. Laryngology - Diseases of the Throat.						
Degrees/Programs/Clientele supported: Speech Pathology and Audiology (B.S., Clinical Rehabilitative Services Credential, M.S.). Nursing (B.S., School Nurse Credential, M.S.). Premedical Program. Comments: Materials selected at the advanced study level relate to speech and hearing disorders, diagnosis, and therapy. Audiology and laryngology receive special emphasis and materials to support school nurse credential. (Heaser)						
RG 1-999	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States.	Emphasis on monographs and periodicals.
Gynecology. Obstetrics.						
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Credential, M.S.). Premedical program. Courses in biology, sociology, social work, and health and safety education. Comments: Advanced study level materials selected in obstetrics to support nursing faculty research. Emphasis on human sexuality, marriage, and family. Some materials are selected for general interest in pregnancy and maternal care. (Heaser, Frost)						
RJ 1-570	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States.	Emphasis on monographs and periodicals.
Pediatrics. Prenatal Influence. Care of Children. Physiology. Nutrition. Hospital Care. Premature and Newborn Infants. Diseases of Children. Mental Disorders. Child Psychiatry.						
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Credential, M.S.). Premedical Program. Psychology (Minor, B.A., Certificate, M.A.). Courses in human environmental sciences, sociology, social work, biology, speech pathology, audiology, education, and counselor education. Comments: Emphasis on pediatric nursing, nutrition, growth and development; diseases that result in speech problems, e.g., paralysis (RJ 496) for speech pathology and audiology; and child psychiatry for psychology. Selected materials about the care of children for general interest reading. (Heaser, Frost, Ware, Ronayne)						

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	PRESENT	DESIRED				
RK 1-715 RL 1-803 Dentistry. Dermatology.	Basic	Basic	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Credential). All medically-related courses in the premedical, speech pathology, and biology programs. Comments: Subjects of note in dermatological nursing of parasitic diseases, scabies, ticks, tinea, etc. (Heaser)						
RM 1-950 RS 1-500 Therapeutics and Pharmacology. Pharmacy and Materia Medica.	Initial Study	Initial Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Courses in the nursing, premedical, biology, chemistry, criminal justice, psychology, home economics, and physical education programs. Comments: Some subjects are collected at the advanced study level to support specific courses, i.e., dosage and administration of drugs (nursing), dietetics (human environmental sciences), narcotics (criminal justice), exercise (physical education), and pharmaceuticals (chemistry). Support for proposed physical therapy program. Select some material for general interest. (Heaser, Frost, Charlton, Ware, Merritt)						
RT 1-120 Nursing.	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Nursing (B.S., M.S. with option in Family Nurse Practitionership, School Nurse Credential, LVN licensure option). Gerontology (B.S.). Courses in health and safety studies and psychology. Comments: The CSUS nursing program is the only four-year and master's program in the immediate area. This collection is the major resource for nursing books and journals in the Sacramento region. The Nursing Department offers a RN-track program serving returning RN's, a licensure option for LVN's, a School Nurse Credential Program, a Master's Degree Program with an option as a Family Nurse Practitioner, and the generic Bachelor's Degree Program. There is an off-site program for nurses at Travis AFB. (Heaser, Ware)						

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	PRESENT	DESIRED				
RX 1-681 RZ 200-999	Minimal	Initial Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to ancient times.	No restrictions.	Emphasis on monographs and periodicals.
Homeopathy. Other Systems of Medicine: Chiropractic. Osteopathy. Mental Healing. Self Healing. Alternative Medicine. Wellness.						
Degrees/Programs/Clientele supported: Courses in biology, chemistry, nursing, premedical, sociology, and health and safety studies. Comments: Increasing emphasis in the areas of self healing and self care, "alternatives" of medical care, wellness and holistic approaches. (Heaser)						
S 1-972	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Primary emphasis is on California, western United States, and the U.S. generally; secondary emphasis is on Third World countries.	Emphasis on monographs and periodicals.
Agriculture: General. Education. Research. Extension. Farm Economics. Chemistry. Ecology. Pollution. Soils. Crop Systems. Conservation. Organic. Fertilizers.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., M.S. - concentration in biological conservation; Certificate in "Issues in Natural Resources Management"). Environmental Studies (Minor, B.A.). Courses in nutrition, foods, chemistry, economics, and business. Comments: Some subjects in this area are collected at the minimal level, i.e., agricultural research, chemistry, crop systems, fertilizers, agricultural pollution, and water supply. (Metzger, Heaser, Ware, Charlton, Kramer, Budge)						
SB 1-998	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Primary emphasis is on California, western United States, and the U.S. generally; secondary emphasis is on Third World countries.	Emphasis on monographs and periodicals.
Plant Culture: Economic Botany. Irrigation. Hydroponics. Crops. Horticulture. Flowers. Gardens. Landscape Architecture. Parks and Public Reservations. Pests and Diseases.						
Degrees/Programs/Clientele supported: Courses in the biological sciences (concentration in biological conservation; Certificate in "Issues in Natural Resource Management"). Courses in chemistry and economics. General interest reading on gardening. Comments: Primary emphasis of the collection is plant culture, toxics, environmental pollution, economics, parks, and public resources. (Metzger, Heaser, Van Auker)						

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	PRESENT	DESIRED				
SD 1-608	Initial Study	Initial Study	English	20th century with emphasis on the current period.	Primary emphasis is on California, western United States, and the U.S. generally; secondary emphasis is on Third World countries.	Emphasis on monographs and periodicals.
Forestry: Forest Roads. Soils. Meteorology. Silviculture. Conservation. Timber. Logging. Administration.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., M.S. - concentration in biological conservation; Certificate in "Issues in Natural Resource Management"). Environmental Studies (Minor, B.A.). Courses in business, economics, and civil engineering. Comments: Special emphasis is on natural resource conservation, land use, and the administration of forests. (Metzger, Heaser, Kramer, Budge)						
SF 1-998	Basic	Basic	English	20th century with emphasis on the current period.	Primary emphasis is on California, western United States, and the U.S. generally; secondary emphasis is on Third World countries.	Emphasis on monographs and periodicals.
Animal Culture. Range Management. Animal Nutrition. Cattle. Horses. Sheep. Goats. Swine. Pets. Fish and Aquariums. Poultry/Birds. Veterinary Medicine.						
Degrees/Programs/Clientele supported: Courses in the biological sciences (concentration in biological conservation; Certificate in "Issues in Natural Resource Management"). Environmental studies, nutrition, foods, economics, and health and safety studies. Comments: Emphasis is on public health aspects of domestic animals. Select materials for general interest reading about pets, tropical fish, etc. (Metzger, Heaser, Kramer)						
SH 1-691	Initial Study	Initial Study	English	20th century with emphasis on the current period.	All areas of the world with primary emphasis on California, United States, and North America.	Emphasis on monographs and periodicals.
Aquaculture. Fisheries. Angling.						
Degrees/Programs/Clientele supported: Biological Sciences (Minor, B.A., B.S., Teaching Credential, M.S. - concentration in biological conservation; Certificate in "Issues in Natural Resource Management"). General interest reading. Comments: Some materials are selected at the research level to support faculty research in fish and fishery subjects. (Metzger, Heaser)						
SK 1-579	Initial Study	Initial Study	English	20th century with emphasis on the current period.	All areas of the world with primary emphasis on California, United States, and North America.	Emphasis on monographs and periodicals.
Hunting Sports. Shooting. Small Game. Big Game. Birds. Wildlife Management.						
Degrees/Programs/Clientele supported: Courses in the biological sciences (concentration in biological conservation; Certificate in "Issues in Natural Resource Management"). General interest reading. Comments: Materials selected for curriculum support pertain to animals, birds, and wildlife management. A limited number of selections support general interest in hunting and fishing. (Metzger, Heaser, Van Auker)						

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	PRESENT	DESIRED				
T 1-995	Initial Study	Initial Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Technology - General. Communication of Technical Information. Industrial Safety. Industrial Engineering. Technical Education. Industrial Research. Patents. Mechanical Drawing.						
Degrees/Programs/Clientele supported: All programs (B.S., M.S.) offered by the School of Engineering and Computer Science (Computer Science, Civil, Electrical, Mechanical, Biomedical, Construction Management, and Mechanical Engineering Technology). Courses in management information sciences. Comments: Emphasis is on production, systems management, operations research, and report writing. The other materials in the section are selected at a low level of acquisition. (Kramer, Metzger)						
TA 1-1280	Advanced Study	Advanced Study	English, selections in other modern languages.	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Engineering - Civil: Bioengineering. Human. Systems. Environmental. Design (CAD-CAM). Economic. Management. Mathematical including Computer-Aided Design. Acoustical. Materials. Surveying. Structural. Geological. Foundation. Tunneling. Transportation Engineering.						
Degrees/Programs/Clientele supported: Civil Engineering (B.S., M.S. The B.S. emphasizes general principles and the M.S. concentrates on environmental, water resources, sanitary, geotechnical, and structural engineering). Construction Management (B.S.). Biomedical Engineering (M.S.). Research support for the Assistive Device Center and the Center for Computer Aided Design. Comments: Current acquisitions reflect the strong emphasis on using computers in engineering. Geotechnical engineering is a growing area and is supported in part by the geology collection. Publications on materials such as concrete, alloys, and composites are important. A.S.T.M. and A.S.C.E. are particularly important society publishers. All A.S.C.E. journals are automatically received. The collection is weak in conference proceedings. (Kramer, Metzger, Budge)						
TC 1-1800	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Hydraulic Engineering: Hydraulics. Dredging. Harbors. Rivers. Lakes. Water Supply. Flood Control. Dams. Canals. Irrigation. Ocean Engineering.						
Degrees/Programs/Clientele supported: Engineering - Civil and Mechanical (B.S., M.S. - environmental, sanitary, water resources and geotechnical engineering study areas). Courses in environmental studies, geography, and biological sciences. Comments: These subjects are supported by an extensive collection of California Department of Water Resources bulletins, plus a blanket subscription to all A.S.C.E. journals. Many materials are acquired to support studies in the School of Engineering hydraulics laboratory. The collection needs upgrading, especially the acquisition of conference proceedings and monographs. (Kramer)						

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	PRESENT	DESIRED				
TD 1-1045	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Environmental Technology. Sanitary Engineering. Environmental Pollution. Water Supply. Sewage. Solid Waste. Special Types of Pollution. Industrial, Rural, and Low Temperature Sanitation. Degrees/Programs/Clientele supported: Engineering - Civil (B.S., M.S. - environmental, sanitary, and water resources study areas). Research support for the Office of Water Programs. Environmental Studies (Minor, B.A.). Courses in biological sciences, health and safety, and geography. General interest reading. Comments: The collection includes a complete set of the California Department of Water Resources bulletins and supports the strong emphasis in the civil engineering program on water treatment and purification. Monographs and documents are selected to support non-engineering courses in the university's curriculum that incorporates environmental concerns. It lacks pertinent conference proceedings and monographs. (Kramer, Metzger, Kristie)						
TE 1-450	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Highway Engineering. Roads and Pavements. Streets. Sidewalks. Curbs. Degrees/Programs/Clientele supported: Engineering - Civil (B.S., M.S. - study areas of transportation and geotechnical engineering). Courses in business, environmental studies, and engineering technology. Comments: This area includes a large collection of National Academy of Engineering - Transportation Research Board series publications and many California Department of Transportation documents. Emphasis is on soil mechanics and foundation engineering, pavement/concrete design, and urban transportation. Current collection development emphasizes the recently implemented transportation study area in civil engineering. (Kramer)						
TF 1-1127	Initial Study	Initial Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs and periodicals.
Railroad Engineering and Operation. Degrees/Programs/Clientele supported: Supports some studies on high speed ground transportation in the civil engineering program; also general interest reading about railroads. Comments: This subject area is also supported by the National Academy of Engineering - Transportation Research Board publications and the blanket subscription to all A.S.C.E. journals. Otherwise it is a small collection of monographs and journals with primary emphasis on advanced transportation technology. (Kramer)						

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	PRESENT	DESIRED				
TG 1-470 Bridge Engineering.	Initial Study	Initial Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs and periodicals.
Degrees/Programs/Clientele supported: Supports courses on steel, concrete, and wood structural design plus soil mechanics and foundation engineering in the civil engineering program. Comments: Bridge engineering is also supported by the collection of National Academy of Engineering - Transportation Research Board publications (TE) and by the California Department of Transportation documents on bridge construction standards. (Kramer)						
TH 1-9745 Building Construction. Architectural Engineering. Structural Engineering of Buildings. Systems, Details, Maintenance and Environmental Engineering of Buildings. Protection of Buildings.	Initial Study	Initial Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Engineering - Civil (B.S., M.S. - geotechnical and structural engineering study areas). Engineering Technology - Construction Management (B.S. prepares students to manage the construction process involving methods to be used and the economical applications of resources in building industry). Comments: This collection includes materials that overlap with business, such as legal contracts, labor law, and estimating and bidding. Primarily acquisitions support the mechanical, electrical, civil, and geotechnical engineering curricula. Reference collection materials on safety and construction codes, building costs estimating, and engineering materials are particularly useful. (Kramer)						
TJ 1-1496 Mechanical Engineering and Machinery: Mechanics. Dynamics. Control Engineering. Machines. Heat Engines. Turbines. Motors. Hydraulic, Vacuum, Pneumatic, and other Types of Machinery.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Degrees/Programs/Clientele supported: Engineering - Mechanical (B.S., emphasizing machine design, energy engineering, and industrial systems; M.S., emphasizing computer-aided design/manufacturing, robotics, machine/industrial systems design, and energy conversion). Engineering Technology (B.S.). Mechanical Engineering Technology (B.S.). Engineering - Biomedical (M.S.). Comments: Literature on materials, i.e., concrete, alloys, wood, etc. ASTM standards, and ASME publications are strong components of this collection. Energy documents from DOA, EPA, and the California Energy Commission are important. Currently there is an acquisition emphasis on using computers in mechanical engineering analysis and design work. Computer aided design is very important along with a strong interest in internal combustion engines. The custom fabrication of assistive devices is an emphasis of the biomedical program. "How to" books are acquired to support senior projects and theses. The collection needs upgrading. It lacks pertinent conference proceedings and special monographs. Mechanical engineering technology program especially needs additional overall library support. (Kramer)						

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	PRESENT	DESIRED				
TK 1-9971	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Electrical Engineering: Apparatus. Materials. Circuits. Power Generation and Transmission. Telecommunications. Electronics. Computer Engineering. Nuclear Engineering. Engineering for Amateurs.						
Degrees/Programs/Clientele supported: Engineering - Electrical and Electronic (B.S., M.S.). Engineering - Computer Engineering (B.S.). Engineering - Biomedical (M.S.). Courses in computer science, communication studies, and environmental studies. Comments: A diversified collection with emphasis on electrical power, controls, communications, circuits/systems, electronics, computers, fields/waves, and biomedical engineering. The degree in computer engineering is new and requires added library support for the design of computers, hardware and software aspects. The nuclear engineering collection supports various environmental studies. Research level materials are acquired to support the M.S. degree in biomedical engineering. "How to" books support senior theses projects. Growing emphasis is on using computers in electrical engineering analysis and design work, including VLSI, microprocessor design, and robotics. Communications studies courses emphasize telecommunication systems management and technological innovation. The Library has a blanket subscription to all I.E.E.E. and A.C.M. journals. General lack of conference proceedings and monographs on specialized subjects. (Kramer, Metzger, Wood)						
TL 1-4050	Initial Study	Initial Study	English	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Motor Vehicles. Cycles. Aeronautics. Rocket Propulsion. Astronautics. Space Travel.						
Degrees/Programs/Clientele supported: Courses in civil and mechanical engineering. Driver education curriculum. General interest reading. Comments: Society of Automotive Engineers publications, journals, handbooks, and some automotive repair manuals are acquired. Very selective acquisition of aerospace documents. Driver education and traffic safety materials are selected to support teaching credential courses in education. (Kramer)						
TN 1-997	Advanced Study	Advanced Study	English	Emphasis on the 20th century; secondary emphasis on historical works dating back to colonial times.	No restrictions, emphasis on the United States.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Mining Engineering and Metallurgy: Mineral Deposits. Prospecting. Mining Operations. Ore Deposits. Metallurgy. Nonmetallic Materials. Building and Ornamental Stones.						
Degrees/Programs/Clientele supported: Courses in geology and civil engineering (geotechnical emphasis); general interest reading on mining and ore deposits. Comments: This section includes a large collection of the U.S. Bureau of Mines report series, California Division of Mines and Geology publication series, and many Society of Mining Engineers preprint papers. Government documents are important. The area lacks pertinent conference proceedings and advanced treatises. Historical and current information on California gold mining is acquired for general interest reading. (Kramer)						

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	PRESENT	DESIRED				
TP 1-1185	Initial Study	Initial Study	English	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs and periodicals.
Chemical Technology: Chemical Engineering. Chemicals - Manufacture. Explosives. Fuel. Food Processing. Refrigeration. Fermentation Industries. Oils. Petroleum Refining. Gas. Clay. Textiles. Paints. Plastics.						
Degrees/Programs/Clientele supported: Chemistry (Minor, B.A., B.S., M.S.). Engineering courses on air conditioning/heating and combustion; home economics/nutrition studies; business courses requiring information on food/wine making and alcoholic beverages; art courses dealing with ceramics, enameling, paint, and artificial stones. Comments: This area provides support for a fairly broad spectrum of the curriculum; e.g., the "Kirk-Othmer Encyclopedia of Chemical Technology" can be used by students studying chemistry, engineering, home economics, environmental studies, physics, geology, and business. Some materials are acquired to support general interest reading about wine. (Charlton, Kramer, Beelick, Ware)						
TR 1-1050	Initial Study	Initial Study	English, other language material selectively.	No restrictions.	No restrictions.	Emphasis on monographs and periodicals.
Photography: Cameras. Photographic Processing and Technique. Applied Photography - Artistic, Commercial, etc. Cinematography. Motion Pictures.						
Degrees/Programs/Clientele supported: Journalism (Minor, B.A. - special studies in photography). Film (Minor). Courses in art, police science, recreation, and the arts and sciences. General interest reading. Comments: Photography courses serve as a special minor concentration or "service area" on an interdisciplinary basis. Students in art, drama, film, humanities, science, communication studies, environmental studies, journalism, etc., enroll in upper-division photography courses. This collection includes a large number of works on artistic photography. (Beelick)						
TS 1-2301	Initial Study	Initial Study	English	20th century with emphasis on the current period.	No restrictions, emphasis on the United States.	Emphasis on monographs and periodicals.
Manufactures: Production Management. Packaging. Metal. Wood. Leather. Paper. Textiles. Animal Products. Cereals. Grain. Tobacco.						
Degrees/Programs/Clientele supported: Broad-spectrum support for courses in the engineering, chemistry, home economics, interior design, business, and art programs. General interest reading. Comments: For engineering and business courses, collection development emphasizes quality control, plant and maintenance engineering, computer integrated manufacturing, computer aided manufacturing, concurrent engineering, metal plating/ working/ welding, industrial design, manufacturing, production, and operations management. Emphasis for home economics is on textiles and meat and cereal processing. The emphasis for art and general interest reading is on jewelry, basketry, toys, and paper making. (Kramer, Budge, Charlton, Ware)						

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	PRESENT	DESIRED				
TT 6-999	Initial Study	Initial Study	English, selections in other modern languages particularly well illustrated Asian material.	No restrictions.	No restrictions.	Emphasis on monographs and periodicals. Non-print media (slides, videotapes) are important.
Handicrafts. Arts and Crafts. Manual Training. Woodworking. Furniture Making. Metal-working. Painting. Soft Home Furnishings. Clothing Manufacturing. Dressmaking. Home Arts and Crafts. Beauty Culture. Laundry Work.			Degrees/Programs/Clientele supported: Home Economics (Minor, B.A., Teaching Credential). Interior Design (B.A.). Art (Minor, B.A., Teaching Credential, M.A.). Courses in business, engineering, anthropology, and education. Strong general interest reading. Comments: Collection development primarily supports the following curriculum related subjects: human environmental sciences (textiles, fashion, clothing, and environmental design); art and some anthropology (handicrafts, metalworking, jewelry, woodworking, weaving, and needlework). The area is used heavily for general interest reading, and materials are selected for this purpose. (Beelick, Ware)			
TX 1-1107.9	Initial Study	Initial Study	English	No restrictions; emphasis on the 20th century.	Emphasis on the United States, selective coverage of other countries and areas.	Emphasis on monographs, monographic series, periodicals, and government documents. Nonprint media by faculty request.
Home Economics: History. Study and Teaching. The House. Nutrition. Foods and Food Supply. Cookery and Dining Room Service. Hotels and Restaurants. Taverns. Building Operation. Mobile Home Living.			Degrees/Programs/Clientele supported: Home Economics (Minor, B.A., Teaching Credential, various concentrations: home economics, environmental design, nutrition and foods, textiles/ clothing/ merchandising, and home management/ family economics/ consumer studies). Interior Design (B.A.). Courses in business, nursing, health and safety studies, and gerontology. General interest reading. Comments: The main emphasis of this area is home and family management, household equipment, consumer purchasing, food and international/cultural aspects of nutrition, food service management, and cookery in support of the home economics curriculum. Some nutrition, home management and safety, and consumer-related materials support specific interests in the health and safety, nursing, and gerontology programs. Clothing merchandising and hotel/restaurant management materials also support business courses. There is strong general interest in the food, cookbook, hotel and restaurant materials. (Ware, Heaser, Budge)			
U UA UB UC UD UE UF UG UH	Initial Study	Initial Study	English	No restrictions.	No restrictions, emphasis on the United States.	Emphasis on monographs and periodicals.
Military Science: Armies. Military Administration. Maintenance. Infantry. Cavalry. Artillery. Military Engineering. Air Forces. Other Services.			Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Government (Minor, B.A., M.A.). ROTC (Aerospace Studies - Air Force; Military Science - Army; B.S. - Officer's Commission). Social Science (B.A., Teaching Credential). Peace and Conflict Resolution (Minor). General interest reading. Comments: Collection development generally emphasizes United States military policy and analysis (current period), history, and tactics. Materials on military operations and administration support upper division ROTC courses, and there is specific support for peace and conflict studies. (Jones)			

LC CLASS	COLLECTION LEVEL		LANGUAGE OF PUBLICATION	CHRONOLOGIC PERIODS COVERED	GEOGRAPHIC AREAS COVERED	NOTES ON FORMS OF MATERIALS
	PRESENT	DESIRED				
V VA VB VC VD VE VF VG VK VM	Basic	Basic	English	No restrictions.	No restrictions, emphasis on the United States.	Emphasis on monographs and periodicals.
Naval Science: Organization and Facilities. Administration. Maintenance. Seamen. Marines. Ordnance. Minor Services. Navigation. Architecture.						
Degrees/Programs/Clientele supported: History (Minor, B.A., Teaching Credential, M.A.). Government (Minor, B.A., M.A.). ROTC (Aerospace Studies - AirForce; Military Science - Army; B.S. - Officer's Commission). Social Science (B.A., Teaching Credential). Peace and Conflict Resolution (Minor). General interest reading.						
Comments: Collection development is guided by the same policies as above (U class) except on a much smaller scale.					(Jones)	
Z 4-661	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	No restrictions.	Emphasis on monographs and periodicals.
History of Books and Bookmaking. Writing - Calligraphy, Penmanship, Copying Processes, Typewriting, Paleography. Book Industries and Trade - Printing, Bookbinding, Bookselling, Publishing.						
Degrees/Programs/Clientele supported: Courses in anthropology, art, business, communication studies, education, English, history, and journalism. General interest reading.						
Comments: Copyright materials principally for the United States.					(Wood)	
Z 662-1000	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	No restrictions.	Monographs, serials, and selected library catalogs.
Libraries and Library Science: Architecture. Collections. Book Acquisitions. Cataloging. Classification. Information Storage and Retrieval Systems. Reference Work. Circulation.						
Degrees/Programs/Clientele supported: Courses in computer science and the humanities, library staff reference work, and general interest.						
Comments: Library printed catalogs are used for bibliographic verification and identification in all disciplines at both graduate and undergraduate levels. Materials reflecting current developments in librarianship and information science are collected for staff consultation.					(Trujillo)	
Z 1001-4900	Initial Study	Initial Study	English, selections in other modern languages.	No restrictions.	Emphasis on North America and Europe.	Monographs, serials, and selected national and trade bibliographies.
Bibliography: Anonyms and Pseudonyms. National Bibliography. Subject Bibliography. Personal Bibliography.						
Degrees/Programs/Clientele supported: Courses in the English program. Library staff reference work and general interest.						
Comments: National and trade bibliographies are used for verification and identification of works in all disciplines at both graduate and undergraduate levels.					(Wood)	

APPENDICES

APPENDIX A

UNDERGRADUATE DEGREES & PROGRAMS OFFERED

Field of Study	Page
AFRICAN STUDIES: Minor	109
ANTHROPOLOGY: BA, Minor	110
ART: BA, Minor	117
ASIAN STUDIES: BA, Minor	127
ASTRONOMY: Minor	129
BIOLOGICAL SCIENCES: BA, BS, Minor	132
BS Concentrations: Anatomy and Physiology, Aquatic Biology, Biological Conservation, Clinical Laboratory Technology, Molecular Biology, Microbiology, Environmental Health Science	
BUSINESS ADMINISTRATION: BS, Minor	145
BS Concentrations: Accountancy, Finance, Human Resources, Management, Insurance, International Business, Strategic Management, Management Information Systems, Marketing, Operations Management, Real Estate and Land Use Affairs	
CALIFORNIA STUDIES: Minor	167
CHEMISTRY: BA, BS, Minor	169
BA Concentration: Biochemistry	
CHILD DEVELOPMENT: BA, Minor	176
CHINESE: Minor	179
COMMUNICATION STUDIES: BA, Minor	181
BA Concentrations: Media Communication, Organizational Communication	
COMPUTER ENGINEERING: BS	289
COMPUTER SCIENCE: BS, Minor	192
CRIMINAL JUSTICE: BS, Minor	203
DRAMA: BA, Minor	212
ECONOMICS: BA, Minor	218
EDUCATION: Minor	224
ENGINEERING: Minor	272
ENGINEERING — CIVIL: BS	281
ENGINEERING — ELECTRICAL AND ELECTRONIC: BS	293
ENGINEERING — MECHANICAL : BS	301
ENGINEERING TECHNOLOGY: BS	308
BS Option: Mechanical Engineering Technology, Construction Management	
ENGLISH: BA, Minor	316
ENVIRONMENTAL STUDIES: BA, Minor	325
ETHNIC STUDIES: BA, Minor	328
BA Concentrations: Asian American Studies, Chicano Studies, Native American Studies, Pan African Studies	
FILM STUDIES: Minor	333
FORENSIC SCIENCE: BS	205
FRENCH: BA, Minor	336
GEOGRAPHY: BA, Minor	341
GEOLOGY: BA, BS, Minor	345
GERMAN: BA, Minor	350
GERONTOLOGY: BS, Minor	355
GOVERNMENT: BA, Minor	357
BA Concentration: International Relations	
GOVERNMENT-JOURNALISM: BA	357
HEALTH AND SAFETY STUDIES: BS	367
BS Options: Health Care Administration, Community Health Education Minors: Health Education, Safety Studies	
HISTORY: BA, Minor	371
HOME ECONOMICS: BA, Minor	380
HUMANITIES: BA, Minor	388
BA Concentration: Religious Studies	

UNDERGRADUATE DEGREES & PROGRAMS OFFERED (Cont'd)

	Page
INTERIOR DESIGN: BA	393
ITALIAN: Minor	399
JAPANESE: Minor	401
JOURNALISM: BA, Minor	403
LABOR STUDIES: Minor	407
LATIN: Minor	408
LIBERAL STUDIES: BA	415
BA Option: Bilingual/Cross Cultural Studies	
MATHEMATICS: BA, Minor	424
Emphasis: Applied Mathematics and Statistics	
MUSIC: BA, BM, Minor	431
BM Options: Instrumental, Keyboard, Theory/Composition, Voice	
NURSING: BS	440
PEACE AND CONFLICT RESOLUTION: Minor	450
PHILOSOPHY: BA, Minor	451
PHYSICAL EDUCATION: BS, Minor	455
BS Options: Dance, Pretherapy, Athletic Training, Exercise Science, Credential, General	
PHYSICAL SCIENCE: BA	469
PHYSICS: BA, BS, Minor	469
PORTUGUESE: Minor	474
PSYCHOLOGY: BA, Minor	480
RECREATION ADMINISTRATION: BS, Minor	493
BS Options: Recreation Program Management, Park and Recreation Resources Management, Commercial Recreation Management, Therapeutic Recreation	
RELIGIOUS STUDIES: Minor	500
RUSSIAN: Minor	504
SOCIAL SCIENCE: BA	506
SOCIAL WORK: BA, Minor	509
SOCIOLOGY: BA, Minor	518
SPANISH: BA, Minor	524
SPECIAL MAJOR: BA, BS	531
SPECIAL MINOR	531
SPEECH PATHOLOGY AND AUDIOLOGY: BS	533
STATISTICS: Minor	424
WOMEN'S STUDIES: Minor	541

GRADUATE DEGREES OFFERED

Field of Study	
ACCOUNTANCY (MS)	145
Options: Regular Program, Tax Concentration	
ANTHROPOLOGY (MA)	110
ART (MA)	117
BIOLOGICAL SCIENCES (MS)	132
Option: Biological Conservation	
BIOMEDICAL ENGINEERING (MS)	277

GRADUATE DEGREES OFFERED (Cont'd)

	Page
BUSINESS ADMINISTRATION (MBA)	145
Option: Urban Land Development	
BUSINESS ADMINISTRATION (MS)	145
Option: Management Information Systems	
CHEMISTRY (MS)	169
CIVIL ENGINEERING (MS)	281
COMMUNICATION STUDIES (MA)	181
COMPUTER SCIENCE (MS)	192
Options: Software Engineering, Scientific and Engineering Applications, Computer Systems	
COUNSELING (MS)	226
Options: Art Therapy, Career Counseling, School Counseling, Vocational Rehabilitation Counseling, Community Counseling, School Psychology, Marriage, Family and Child Counseling	
CRIMINAL JUSTICE (MS)	132
Option: Forensic Science	
DRAMA (MA)	212
ECONOMICS (MA)	218
EDUCATION (MA)	224
Options: Behavioral Sciences in Education, Bilingual/Cross Cultural Education, Curriculum and Instruction, Early Childhood Education, Educational Administration, English Language Development, Gifted/Talented Education, Guidance, Reading, Special Education	
ELECTRICAL AND ELECTRONIC ENGINEERING (MS)	281
ENGLISH (MA)	316
Options: Creative Writing, Teaching English to Speakers of Other Languages	
FRENCH (MA)	336
GERMAN (MA)	350
GOVERNMENT (MA)	357
HISTORY (MA)	371
Option: Public History, Humanities	
INTERNATIONAL AFFAIRS (MA)	396
LIBERAL ARTS (MA)	413
MARINE SCIENCE (MS)	420
MATHEMATICS (MA)	424
MECHANICAL ENGINEERING (MS)	301
MUSIC (MA)	431
NURSING (MS)	440
PHYSICAL EDUCATION (MS)	455
Options: Exercise Physiology, Sport Performance, Teaching	
PSYCHOLOGY (MA)	480
Option: Counseling Psychology	
PUBLIC POLICY AND ADMINISTRATION (MPPA)	490
RECREATION ADMINISTRATION (MS)	493
SOCIAL WORK (MSW)	509
Option: Health, Child and Family Services, Mental Health, Community Organization, Planning and Administration	
SOCIOLOGY (MA)	518
SPANISH (MA)	524
SPECIAL MAJOR (MA, MS)	531
SPEECH PATHOLOGY AND AUDIOLOGY (MS)	533
Options: Speech Pathology, Audiology	

RESEARCH CENTERS AND INSTITUTES

CSUS research centers and institutes exist to advance the goals of the University and to enhance the institution's programs of instruction, scholarship and service. They provide a means for interdisciplinary collaboration and a method by which extramural funds and fees can be employed to supplement other resources. For more information about the programs, contact the director, or the Office of Research and Graduate Studies.

SCHOOL OF ARTS & SCIENCES

Black Resources in the Sciences
Capital Campus History Resources Institute
Center for Economic Education
Center for Pacific Asian Studies
Center for Reasoning Arts
Gerontology Center
Institute for Archaeology and Cultural Studies
Institute for Social Research
Institute for the Study of Politics and Media
Polymer Research Institute

DIRECTOR

David Covin
Kenneth Owens
William Kerby
Jim Chopyak
Perry Weddle
Emanuel Gale
Jerald Johnson
Carole Barnes
Barbara O'Connor
Sue Kim

PRIMARY FUNCTION

Resource Center
Research
Instruction
Research
Instruction
Public Service
Research
Research
Public Policy
Research

SCHOOL OF BUSINESS ADMINISTRATION

Business Services Bureau
Center for Management Services
Center for Small Business
Government Accounting Institute
Insurance Education and Research Program
Real Estate and Land Use Institute
Technology Transfer Research Group

Richard L. Dickinson
Dennis H. Tootelian
Dennis H. Tootelian
Amin A. Elmallah
Thomas L. Heflin
Richard L. Dickinson
James A. Jolly

Public Service/Research
Public Service/Research
Public Service
Public Service/Research
Instruction/Research
Research
Research

SCHOOL OF EDUCATION

Academic Talent Search Program
Accelerated College Entrance Center
Achievement Institute
Cross-Cultural Resource Center

Terry Thomas
Terry Thomas
Tom Carter
Rene Merino

Instruction
Public Service
Instruction
Public Service

SCHOOL OF ENGINEERING & COMPUTER SCIENCE

Assistive Device Center
Center for Computer Aided Design
Office of Water Programs

Colette Coleman/Al Cook
Floyd LeCureux
Ken Kerri

Instruction
Instruction
Instruction

SCHOOL OF HEALTH & HUMAN SERVICES

Center for Health & Human Services
Human Performance Laboratory

Don Zingale
Irvin Faria

Public Service
Public Service

UNIVERSITY

Center for California Studies
Child Study Center
Women's Resource Center

Jeffrey Lustig
Halley Grain
Ashley Sinclair

Public Policy
Instruction
Resource Center

UNIVERSITY AFFILIATED ORGANIZATIONS

Business Volunteers for the Arts
California Elected Women's Association
for Education and Research (CEWAER)
World Affairs Council

Maggie Upton
Kate Karpilow

Preston Stegenga

Public Service
Public Policy/Research

Public Service

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

UNIVERSITY MISSION

California State University, Sacramento is a regional comprehensive public institution that is authorized to offer educational programs at the baccalaureate and master's levels, and, jointly with the University of California or approved private institutions, at the doctorate level. It fulfills related research and public service roles and maintains support services for students.

The basic mission of the University is to preserve, communicate, and advance knowledge, to cultivate wisdom and encourage creativity, and to promote values ensuring the survival of humankind and improving the quality of life. We reaffirm the value of and need for education of the whole person, the traditional ideal of liberal education, as it adapts itself to the needs of society. We are dedicated to fostering the "human dimension" in education as we prepare our graduates to function productively in a changing society. The University is committed to helping students develop a sense of self-worth, self-confidence, respect for diverse cultures, awareness of important social and moral issues, and concern for others. Students, through active participation in academic and extracurricular activities, contribute to the fulfillment of the University's mission. The University is committed to the principle that responsible and knowledgeable persons freely exercising reason in the pursuit of individual and community interests play a significant and beneficial role in addressing society's problems and enriching life. Education liberates individuals from ignorance, intolerance, and dogmatism, freeing them for the critical and reflective thought, and for the wise and effective action that is the hallmark of the educated person. We strive to provide educational opportunities for all eligible

students and encourage multicultural understanding and perspectives throughout the University community and region. The University is enriched by diversity in its membership and in its curriculum.

The campus is attentive to issues of age, race, national origin, gender, sexual preference, human disability, and religion.

The University faculty's primary responsibility is teaching. They maintain direct and regular contact with students in all courses. Faculty enhance their teaching capabilities by maintaining currency in their fields and by engaging in independent scholarship and creative activity.

The University's programs incorporate three curricular objectives reflecting the values that underlie our emphasis on a liberal education. These objectives — the acquisition of knowledge, the development of critical thought processes, and the synthesis of knowledge — are all essential for living fully and effectively in our complex, pluralistic, and competitive world. Acquisition of knowledge is accomplished through a broad curriculum designed to expose students to a core of knowledge common to educated persons in our society. Critical thinking pervades the curriculum through coursework designed to promote the ability to distinguish wisdom, truth, and relevance from ignorance, falsity, and irrelevance. We promote synthesis of knowledge through a variety of educational experiences necessary for a coherent and harmonious integration of creativity and practicality, of feeling and intellect, and of action and principles.

The University offers undergraduate programs in the traditional liberal arts disciplines and selected professional studies

programs in business, education, engineering, and health and human services. Emphasis is placed on general education, which provides fundamental knowledge in areas of universal interest and applicability — natural sciences, social sciences, humanities and fine arts — as well as a solid foundation for a broad range of studies including pre-professional and professional programs.

At the graduate level, the University offers master's degrees and post-baccalaureate certificate programs. Major research centers based at the University inform its intellectual life and enrich its graduate programs. Our graduate programs prepare students to pursue doctoral studies, enter advanced professional training programs, and secure leadership positions in the workplace.

The University is a regional resource that provides educational opportunities to a large geographic area through regional and continuing education and other off-campus offerings. We contribute to the cultural and economic development of the region. We encourage a vigorous exchange of ideas and resources with government, social and cultural agencies, and businesses and industries located within our region. University personnel promote the University's public service role through community service and the related tasks of an informed citizenry.

Our location in the State's capital makes us unique among California's public universities. We use this setting to advance the public good and to provide students and faculty with unequalled opportunities to be involved directly in public policy — its formation, its implementation, its interaction with the private sector, and its linkages with public service.



APPENDIX C

California State University, Sacramento

THE LIBRARY • 2000 JED SMITH DRIVE, SACRAMENTO, CALIFORNIA 95819-6039

LIBRARY MISSION STATEMENT

The mission of the University Library is to develop the collections and to provide access to the body of recorded knowledge needed to support instruction, research, and co-curricular programs of the University as well as its social, international, and multicultural responsibilities; to assist users in identifying solutions to their information needs and to direct them to relevant resources; and to provide programs that develop an understanding by users of the elements, structure, and formats of scholarly information.

- * Selecting, acquiring, managing, and assessing the collections needed to support the programs of the University.
- * Organizing the acquired materials in a manner conducive to maximum access and consistent with national and professional standards for bibliographic records.
- * Housing services and collections in facilities that provide access to materials for circulation, reference, and study and that assure secure, comfortable, and efficient working conditions for both library users and staff.
- * Preserving and maintaining the collections in a usable physical condition.
- * Providing services for interpreting the information needs of users and assisting them in locating and using relevant resources.
- * Accessing information resources that are not part of the Library's collections through electronic resource sharing networks.
- * Providing instruction in the use of information resources to support curricular needs and to develop life-long information use skills.
- * Maintaining contact and cooperation with the University community to ensure integration of library services with traditional academic programs as well as supporting the University's Regional and Continuing Education, community, and distance education programs.
- * Recruiting and training a diverse staff who possess a wide range of knowledge, skill, and experience sufficient to meet the complex needs of the University community.
- * Providing a dynamic and flexible organization capable of anticipating and responding to the evolving information and research needs of the University community and assessing the Library's effectiveness in meeting these needs.

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO
FACULTY - LIBRARY LIAISON
1993/94**

APPENDIX D

Subject Area	Hegis Number	Fund Code	Library Coordinators	Phone Ext	Faculty Library Coordinators (Mail Address)
Education & Psychology					
Curriculum		EDUC	Roz VanAuker	6776	Janet Cross, Teacher Ed 6079
Educational Administration	08015	EDEA	Marilyn Merritt	6999	Marilyn Winters, Tom Carter 6079
Counselor Education	08014	EDCE	Betty Ronayne	5366	Susan Gaughen, Couns. Ed 6079
Juvenile	08231	EDJU	Marilyn Merritt	7999	Kay Moore, Teachers Ed. 6079
Physical Education	08351	PE	Roz VanAuker	6776	To Be Named, Health & PE 6073
Psychology	20011	PSY	Stan Frost	6775	Miriam LeGare, Psychology 6007
Recreation & Leisure Studies	21031	RLS	Marilyn Merritt	7999	Carol Stensrud, Rec & Leisure 6110
Special Services	08017	EDSP	Marilyn Merritt	7999	Michael Lewis, Spec. Ed/Rehab. 6079
Teacher Education	08019	EDTE	Betty Ronayne	5366	Nancy Cecil, Teacher Ed 6079
Child Development	08012	EDCD	Roz VanAuker	6776	Carmen Saco-Pollitt, Teacher Ed. 6079
Higher Education	08051	EDHE	Betty Ronayne	5366	
Education - General	08011	EDGE	Roz VanAuker	6776	
Humanities					
Art	10021	ART	Susan Beelick	7100	Maria Winkler, Art 6061
Communication Studies	06011	COMM	Clifford Wood	6734	Mark Stoner, Comm. Studies 6070
English-Literature	15011	LIT	Clifford Wood	6219	John Jamieson, English 6075
Foreign Languages & Literature					
Black African Language	11161	BAL	Clifford Wood		
Chinese	11071	OL	Clifford Wood	6219	Lewis Robinson & Kenneth Luk, Foreign Language 6087
French	11021	FR	Marina Snow	5660	Alexandre Kimenyi, Eth. Studies 6013
German	11031	GER	Tamara Frost Trujillo	7508	Marjorie Gelus, PL 6087
Italian	11041	IT	Marina Snow	5660	Mario Pietralunga, For. Lang. 6 087
Japanese	11071	OL	Clifford Wood	6219	Shotaro Hayashigatani, Eth. Studies 6013
Latin & Greek (Classics)	15041	CLAS	Clifford Wood	6219	Mark Riley, Foreign Language 6087
Linguistics	15051	LIN	Susan Beelick	6219	Gerald Carr, Foreign Language 6087
Portuguese	11991	PORT	Marina Snow	5660	Fausto Avendano, For. Language 6087
Russian	11061	RUSS	Clifford Wood	6219	Ronald Breininger, For. Language 6087
Spanish	11051	SPAN	Marina Snow	5660	Harry Dennis, Foreign Language 6087
Other Languages	11999	LANG	Clifford Wood	6219	

Subject Area	Regis Number	Fund Code	Library Coordinators	Phone Ext	Faculty Library Coordinators (Mail Address)
Humanities (continued)					
Humanities	15991	HUM	Clifford Wood	6219	Steve Harris, Humanities 6083
Journalism	06021	JOUR	Clifford Wood	6219	Bob Humphrey, Journalism 6072
Library Science	16011	LIBS	Tamara Frost Trujillo	7508	
Music	10051	MUS	Marina Snow	5660	Ben Glovinsky
Philosophy	15091	PHIL	Clifford Wood	6219	Charles Lovitt, Philosophy 6033
Religious Studies	15101	REL	Clifford Wood	6219	Steve Harris, Humanities 6083
Theatre Arts	10071	TH	Marina Snow	5660	Don Fibiger, Theatre Arts 6069
Science & Technology					
Allied Medical Sciences	12991	AMS	Eileen Heaser	6797	
Agriculture	01011	AGRI	Deborah Metzger	7509	
Biological Sciences	04011	BIOL	Eileen Heaser	6797	Lee Kavaljian, Bio. Science 6077
Chemistry	19051	CHEM	Barbara Charlton	7784	David Forkey, Chemistry 6057
Computer Science	07011	COS	Deborah Metzger	7509	Du Zhang, Comp Science 6021
Engineering	09011	ENGR	Joe Kramer	6798	Frederick H. Reardon, Mec. Eng. 6031
Civil	09012				
Electrical	09014				
Mechanical	09016				
Environmental Sciences	01151	ENV	Deborah Metzger	6797	Harold Kerster, Env. Studies 6001
Geology	19141	GEOL	Joe Kramer	6798	Brian Hausback, Geology 6043
Human Environ. Sciences	13011	HUES	Jennifer Ware	7223	Sallie Corley, & Jo Lonam, HUES 6053
Mathematics/Statistics	17011	MATH	Barbara Charlton	7784	Judith Ng, Mathematics 6051
Nursing	12031	NURS	Eileen Heaser	6797	Mina Robbins, Nursing 6096
Physics	19021	PHYS	Barbara Charlton	7784	Hossein Partovi, Physics 6041
Science - General	19011	SCI	Eileen Heaser	6797	
Speech Pathology/Audiology	12201	SP-P	Eileen Heaser	6797	Candace Goldsworthy, SP/Path 6071
Health & Safety Education	08371	HSE	Eileen Heaser	6797	Akbar Davami, H&PE 6073
Physical Therapy		PT	Eileen Heaser	6797	Akbar Davami, H&PE 6073
Social Science & Business Administration					
Anthropology	22021	ANTH	Stan Frost	6775	Lorraine Heidecker, Anthropology 6106
Business Administration					
Accountancy	05012	BAAC	Bill Budge	5664	Roger Bartlett (On-leave 93/94) Haroldene Wunder-Interim Acctncy 6088
Business/General	05011	BAGN	Bill Budge	5664	
Finance	05013	BAFI	Bill Budge	5664	Peter Sharp Management 6088
Human Resources Mgmt.	05014	BAMN	Bill Budge	5664	Michael Sparks OB&E 6088
Business Law/Real Estate	05018	BARE	Bill Budge	5664	Jaime Alvaay (Real Estate) 6088 John LaRocco (Business Law) 6088
M.I.S.	05019	BAMI	Bill Budge	5664	Joseph Walls MIS 6088

Subject Area	Hegis Number	Fund Code	Library Coordinators	Phone Ext	Faculty Library Coordinators (Mail Address)
Social Science & Business Administration (cont)					
Marketing	05016	BAMR	Bill Budge	5664	Art Jensen, Management 6088
Production	05017	BAPR	Bill Budge	5664	Jack Merchant, Management 6088
California History			Linda Goff	5981	Joe Pitti, History 6008
Criminal Justice	21051	CJ	Marilyn Merritt	7999	Miki Vohryzek-Bolden and Lynette Lee-Sammons, Crim Justice 6085
Economics	22041	ECON	Bill Kristie	5662	Albert Gutowsky, Economics 6082
Ethnic Studies					
African American/Pan African			Sheila Lai	6201	Otis Scott, Government 6013 David Covin, Pan African Studies 6645
Asian American			Sheila Lai	6201	John Hwang, Com. Studies 6134
Chicano			R. Rios-Kravitz	5477	Sam Rios, Ethnic Studies 6013
Native American			Kay Jones	6230	Frank LaPena, Ethnic Studies 6013 Charles Roberts, History 6059
Genealogy	22055	GENE	Linda Goff	5981	
Geography	22061	GEOG	Bill Kristie	5662	Tim Hallinan, Geography 6003
Gerontology	49035	GERON	Jennifer Ware	7223	Manny Gale, Gerontology 7163d
Government	22071	GOVT	Roz VanAuker	6776	Lou Cohan, Government 7163
History	22051	HIST	Kay Jones	6230	Charles Roberts, History 6059
Social Science	22011	SS	Bill Kristie	5662	
Social Work	21041	SW	Sheila Lai	6201	To Be Named
Sociology	22081	SOC	Stan Frost	6775	Robert Kloss, Sociology 6005
Women's Studies	22091	WS	Sheila Lai	6201	Bethania Gonzalez, Women's Studies 6035
International Relations	22101	INTR	Bill Kristie	5662	Robert Curry, Int'l Affairs 7254
Military Science	18011	MIL	Kay Jones	6230	Charles Roberts, History 6059
Law	14011	LAW	Sheila Lai	6201	



APPENDIX D

California State University, Sacramento

THE LIBRARY • 2000 JED SMITH DRIVE, SACRAMENTO, CALIFORNIA 95819-6039

GUIDELINES FOR FACULTY-LIBRARY COORDINATORS

Three key factors promote the successful growth of library collections and services to meet the instructional and research needs of this campus:

- . Funds
- . Collection development and reference specialists
- . Faculty input

As the Faculty-Library Coordinator for your area, the advice you give and the action you take will affect both the usefulness of the collections and the development of services necessary to meet campus informational needs. In addition, the liaison role that you assume for your colleagues forms a vital communication link to the Library so that their needs are addressed and their advice heard.

Traditionally, the Coordinators have focused on ordering books and periodicals. While helpful, this activity neglects the other valuable contributions that faculty can make to the more general aspects of collection building:

1. Identify new and significant scholarly trends.
2. Report important shifts in the curriculum.
3. Comment on the usefulness (e.g., essential, obsolete, of questionable value) of collections and formats.

Each semester your library counterpart will schedule a meeting to discuss these aspects of collection development with you. You will also be able to discuss other areas of interest. As librarians we offer a variety of services from electronic access to information to library instruction programs. These are geared toward the development of information problem-solving, use of the Library, and research skills.

Vast resources are at your fingertips. How we help you and your colleagues will be at least partially determined by the type and quality of input that you provide to your library counterpart. The time you take now will reap benefits in the future.

CSUS Library Collection Development Policy

APPENDIX E

The documents listed below comprise Appendix E. They are reprinted from the following publication: California Library Association. Intellectual Freedom Committee. **California Intellectual Freedom Handbook; a Manual for California Librarians**, Third Edition. Sacramento, CA: The Association, 1992.

American Library Association:

Library Bill of Rights (1980)

The Freedom to Read (Revised January 16, 1991)

Statement on Professional Ethics (1981)

California Library Association:

Intellectual Freedom in Libraries (1983)

National Council of Teachers of English:

The Students' Right to Read (1982)

39:Rev93

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our

culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society,

requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council.

STATEMENT ON PROFESSIONAL ETHICS, 1981

Introduction

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. This latest revision of the CODE OF ETHICS reflects changes in the nature of the profession and in its social and institutional environment. It should be revised and augmented as necessary.

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, librarians are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

Librarians are dependent upon one another for the bibliographical resources that enable us to provide information services, and have obligations for maintaining the highest level of personal integrity and competence.

Code of Ethics

- I. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulations and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
- II. Librarians must resist all efforts by groups or individuals to censor library materials.
- III. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- IV. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
- V. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
- VI. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

INTELLECTUAL FREEDOM IN LIBRARIES

A Statement of Policy Adopted by
the
California Library Association

A. Preamble

The following statement of policy was developed by the Intellectual Freedom Committee of the California Library Association. This professional association is directly concerned with the freedom and right to privacy of all members of a democratic society to use what materials they will in the course of making the social, educational, and political judgments on which that society is based. Without such freedom, the very fabric of democracy is in danger. Libraries are one of the chief bastions against the pressures toward conformity which are influencing the media of communication. Only in libraries can the interested student easily find a record of the past, and only in libraries can the interested citizen hope to find all the relevant facts concerning current controversial issues. It is a professional obligation of librarians to give highest priority to the freedom of inquiry and to observe the charges in the Library Bill of Rights and the ALA Freedom to Read statement with the utmost integrity.

B. Authority

The California Library Association hereby empowers the Intellectual Freedom Committee to act in its behalf in all areas of concern described below. These areas of concern constitute continuing responsibilities of the Committee, until this Statement of Policy is amended or revoked.

C. Areas of Concern

1. The Association is concerned with proposed legislation at the federal, state, and local levels which might place library collections in jeopardy, restrict, prejudice, or interfere with free and unbiased selection and acquisition of library materials, and other professional activities of librarians — or which might otherwise restrict the basic concept of the freedom of inquiry.

The Association is also concerned with legislation at the state, local, and school district levels which tends to strengthen the position of libraries and other agencies and disseminators of knowledge and the printed word in a free society. It will support legislation which positively reinforces the concepts of the freedom to read, and the library's role in such freedom.

The Committee will act on legislation in conformity with the
HANDBOOK FOR LEGISLATIVE ACTION of the California
Library Association.

2. The Association is concerned with proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authorities on library materials or on the selection judgments, order procedures, or administrative practices of librarians.

The Association is also concerned with similar restrictions on cultural activities and educational programs in libraries and other institutions.

The Committee is instructed, at will, or on request of either party to a controversy, a) to determine the facts; b) to develop a statement of the Association's position in relation to this statement of policy; c) after approval of Executive Board to present the Association's position to all interested parties, including the press, when, in the judgment of the Committee, this seems wise or necessary.

3. The Association is concerned with effecting liaison between itself and other groups and organizations who support the concept of Freedom to Read.

The Committee is instructed to advise these organizations of the Association's position, to request relevant support from them, and to offer the Association's support for their programs in this area .

4. The Association is concerned with the continuing education of librarians and the general public in understanding and fully accepting the philosophy inherent in the Library Bill of Rights and the ALA Freedom to Read statement.

The Committee is instructed to develop an educational program for librarians, library trustees, and for the general public on the freedom of communication and inquiry.

5. The Association is concerned with the library user's right to privacy, and maintains, as a vital principle, that official or unofficial surveillance, without due process, of library lending or circulation records represents an inadmissible inhibition of intellectual freedom and the traditional right of free inquiry.

The Committee is instructed to advise librarians, administrators and governing bodies of libraries, and all other interested parties including government agencies and the press, of the Association's position, and to offer the Association's support to any library involved in resisting unjustified attempts to examine its records .

From the 1983 CLA Intellectual Freedom Handbook.

THE STUDENTS' RIGHT TO READ

"The right to read, like all rights guaranteed or implied within our constitutional tradition, can be used wisely or foolishly. In many ways, education is an effort to improve the quality of choices open to all students. But to deny the freedom of choice in fear that it may be unwisely used is to destroy the freedom itself. For this reason, we respect the right of individuals to be selective in their own reading. But for the same reason, we oppose efforts of individuals or groups to limit the freedom of choice of others or to impose their own standards or tastes upon the community at large.

The right of any individual not just to read but to read whatever he or she wants to read is basic to a democratic society. This right is based on an assumption that the educated possess judgment and understanding and can be trusted with the determination of their own actions. In effect, the reader is freed from the bonds of chance. The reader is not limited by birth, geographic location, or time, since reading allows meeting people, debating philosophies, and experiencing events far beyond the narrow confines of an individual's own existence."

From *The Students' Right to Read*, National Council of Teachers of English, 1982.

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